

4.4.2

Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee assigned enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as Purchase committee, Repair and maintenance committee, Sports Committee, Librarycommittee, Lab Maintenance Committee, Students Feedback committee etc. of the college.

To maintain and upkeep the infrastructure Institute facilities and equipments, following activities are undertaken by college:- There is StockMaintenance Committee in every department, who maintains the stock register by physically verifying the items round the year.

- Department wise annual stock verification is done by concerned Head of the Department.
- Regular maintenance of Computer Laboratory equipments are done by Laboratory
- Assistant along with Laboratory attendant and they are headed by Lab Maintenance Committee Convenor.
- Overall development of campus is done by Campus Discipline and CleanlinessCommittee of the college.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Fourth Class Employees.
- College campus maintenance is monitored through regular inspection.
- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of softwares is done by lab assistants.
- Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
- Regular maintenance of the water cooler and water purifier is done by outsourcing agent.
- The maintenance of the reading room and stock verification of library books is done regularly by library staff.
- There is a college development and construction committee to look after the maintenance, repair and constructional work related to the building.Construction, repair and maintenance of the main building and physical infrastructure like water facility, power supply and maintenance of campus is looked after by this committee.

The minor faults related to the electricity and repairing of building are attended and repaired by the college electrician, hired technician, carpenters etc.

For the maintenance of toilets and service areas local fund college sweepers have been engaged for cleaning the toilets, washrooms, and buildings.

Laboratory Equipments and machines: Every department maintains stock registers for keeping the list of chemicals, glassware, equipments and other instruments used in laboratory. Maintains consumption register regularly to keep account of the used material and non-functional glassware, miscellaneous items etc. Physical verification of laboratory equipments and machines is carried out to record the functional and non functional equipments from time to time. The minor faults of laboratory equipments (if any) are attended and repaired by the concerned department staff or hired technician whenever necessary. Computer and IT infrastructure: Maintain stock register and dead stock register regularly to keep record of the functional and nonfunctional items. Maintenance and up gradation is looked after at departmental level (Computer Application and BCA) and concerned technicians are hired whenever necessary.