

CRITERIA-IV

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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1) Maintenance of Software and Hardware (technical):

The computers are maintained by system administrators, who work under the control of Head of computer science engineering department. They keep record of stock registers, consumable registers etc., They give support for installing software's in respective departments, printers maintenance, Xerox machines maintenance, website, biometric services, troubleshooting of hardware, networking equipment's including internet connectivity etc.,

2) Civil maintenance:

The civil maintenance is maintained by a senior faculty from the civil department. He takes care of the following activities

- i) Gardening
- ii) Water plant maintenance
- iii) Plumbing works
- iv) Carpentry related works
- v) Welding works
- vi) Rest room maintenance
- vii) Civil structure maintenance
- viii) Cleanliness with support of Housekeepers and sanitary workers

3) Maintenance of laboratories: The laboratory equipment maintained by the concerned Lab Assistant along with concerned lab in-charge staff. They maintain the student login registers, stock registers, breakage registers, component issue registers etc., They regularly takes care of cleanliness of laboratories civil support with concerned civil maintenance staff in

consultation with HODs. They also regularly inform about circuit/machinery damage, shortage of consumables and any other lab issues to the concerned HODs to initiate necessary action.

4) Physical Education:

The physical department is maintained by two qualified Physical directors. To provide physical activities to the students, weekly two hours are allotted in time table for sports and other physical activities. During this time, students will play various sports games in assistance with PDs. In addition to that PDs will regularly train the students to participate at National level competitions. They will maintain the record of activities attended by students, sports material, rewards of the students and other related information.

5) Library:

The library is central attraction of our college, which was headed by senior Librarian. He is supported by non-teaching staff. He maintains the digital library, NPTEL softwares, library computers, national international journals, News papers and other library details. In addition to that each department consists of department library maintained by the respective head of the departments.

6) Health Centre:

Each department maintains first aid kits, tablets related to regular health problems such as fever, headache, pains, cold etc. also pain relief sprays, ointments for wounds etc.

7) Vehicle transport:

The transportation section is maintained by Physical Directors of the college. The vehicle meter readings are regularly registered by the drivers with security department. The vehicle transportation is provided to the day-scholars, hostlers, staff (both teaching non teaching). Seperate buses are

maintained for boys and girls. In addition to that college will provide transportation to staff and students in emergency cases.

8) Electrical maintenance:

The electrical maintenance section is headed by the Head of the Department, EEE. The non-teaching staff (Lab-Assistants) of EEE department will maintain the record of generators, consumables like diesel, petrol for maintenance of generators. They also maintain the record of electrical consumable like fans, switches, boards etc., They will give electrical support to various departments of the college, hostels etc.



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