

## **Maintanenance Policy**

Procedures and policies for maintaining and utilizing Physical, Academic and support facilities, Laboratory, Library, Sports Complex, Computers, Classroom etc.

The classrooms and departments of Institution clean regularly by the peons of the college. The maintenance and repair work of building are undertaken and whenever required. The major repair work of the furniture is undertaken during the summer vacation. The services of carpenter are sought for the same. The services of electricians are hired for power related problems and electric maintenance of the college. Similarly the services of plumber are higher for the maintenance, Proper care is taken to maintain Computers, Printers, Photocopiers, Inverters by external expert service for the smooth functioning.

The head of the departments are given the responsibility to maintain the equipments in their respective Laboratories. The respective departments maintain stock register. The repair work is undertaken whenever required and part of equipments and instruments are repaired or replaced as per the need. The instructions for the safe handling of equipment are displayed for the students on Laboratory notice board.

Committies are formed to check the stock of Laboratory, Office, Sports, NSS and Library department. This committee checks the stock on the request of relevant department and recommands to purchase new items and discard outdated.

**Hardware and Software:** - The maintenance of instruments and equipments is made properly. The care of Institution's website is taken by the firm to which the yearly contract is allotted. Software installation and Anti-virus, scan upgradation is undertaken at regular intervals. The services of the technicians are saught for the repair of Water Cooler, Fridge CCTV cameras, Air coolers and Water tanks for smooth functioning and healty atmosphere of work.

**Library and Physical Department:** - The maintenance of the library holding is looked after by the librarian and Library staff. The pest control work is undertaken. The book rack's cleaning work is undertaken during the vacation. The maintenance of reading room is done time to time for providing fresh atmosphere to readers and visitors of library. Sports equipment's are supervised and maintained by the Director of Physical Education. The list of required items is submitted to office by D.P.E. at the beginning of every academic session. Update and new sports equipment's are purchased and old and damaged items are discarded every year and record of the same is maintained by the director of physical education.

