

The following are the procedures and policies for maintaining and utilizing physical, academic and support facilities:

**Physical Facilities (Building, Hostel, Garden):**

- Daily dusting and Cleaning
- Cleaning and sanitizing washrooms
- 24x7 power back up through outsourcing Generator Service
- Repair and maintenance of electrical line and change of lamps/ fans
- AMC for water purifiers
- Periodic Cleaning Chlorinating water tanks
- Regular watering and trimming plants in the gardens
- Weeding gardens and mowing playground
- Cleaning for prevention of waterlogging on rooftops
- Monthly termite treatment in the office and the auditorium

**Academic Facilities (Classrooms, Library, Laboratories and Smart Classrooms):**

- Regular and prompt accession of newly purchased books
- A extra book lent for use of advanced learner from central as well as departmental library
- Preparing computer based data cards
- Prompt repair of computer gadgets in Library, Computer Centre and Labs
- Installing Antivirus in all computers
- Repair and maintenance of lab equipments and making provision for the same in college budget
- Since big size classrooms are fewer in number, holding General classes (having maximum number of students) of different years in them rotationally
  - As the number of Smart Classrooms are also inadequate, interchange of Classroom and Smart Classroom as per requirement of faculty
  - Maintaining Logbook for use of Auditorium to prevent overlapping of academic schedule

**Support Facility (Canteen, Gym, Cycle Stand)**

- Fixing price of items through negotiation and displaying Price Chart
- Restricting use of plastic cup, plate and carriers in canteens
- Periodic hygiene check by Nutrition Department
- Log book for use of Gym
- Deploying female Gym attendant for cleaning the gym and timely reporting of malfunctioning machines
- Engaging Cycle stand Caretaker for taking care of bicycles on campus