

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

The college make regular efforts to upkeep the facilities available in the college including the physical and support facilities. The physical facilities of the college include the college surrounding, graders, the plants, trees, the lawns walkways, toilets, water tanks, R.O. system, etc.

Maintenance of the physical facilities:-

The college has a team of workers for consistent and satisfactory maintenance of the physical facilities maintained above. Many skilled and unskilled workers are given the responsibility of maintaining the premises. The teams of workers are under the supervisor of responsible employee appointed by the society. The team of workers daily engage in doing the following works.

Sweeping the whole premise and the building including the class rooms. There are separate workers for the inner and outer areas. We ensure that the places where students frequent are fully cleaned and dusted to maintain conducive ambience to be free from dust and fumes detrimental to health maintenances of the gardens are done by gardeners who are trained to protect and nurture plants .They plants trees and plants according to the requirements of the surrounding. They focus on seasonal plants and flowering plants as per the need. They also plan and help in green audits and disposal of the garden wastes for compost.

Similarly there is a team of menial workers to keep the toilets and wash areas neat and clean and regular use of disinfectants. In order to make it very effective this cleaning works have been out sourced “clean soon after use” is followed.

There is another team who supervise the works of water tank cleaning, R.O. system maintenance; water harvesting etc. the college gives topmost importance to drinking water facilities for all. Clean, pure water in hygienic conditions is maintained with maximum care.

## Maintenance of academic and support facilities:-

- 1 Class Rooms: - They are the most important element of academic performance. The class rooms are kept neat and tidy with fans, tube lights etc. sufficient for a class. The concept of the class room is that the students must breathe fresh air and dust and noise free condition. The smart class rooms are air conditioned, the furniture of the class rooms are very comfortable to sit and study.
- 2 Laboratories: - All labs are well equipped and equipments are well maintained. Labs are air conditioned. There are separate lab assistant's, technicians and attendants who are responsible for the overall maintenance related to labs, and the equipments.
- 3 Library :- The library has a huge stock of books and the maintenance is done through a team of staff Librarian, book lifters and supporting staff. The library is kept dust proof always. The reading room is maintained with the help of an incharge who keeps the record of the users and regulate the readers and the use of E- book facilities.