

#### 4.4 Maintenance of Campus and Infrastructure

##### 4.4.2 Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are in place

Answer:

Procedures and policies for maintaining and utilizing physical, academic and support facilities laboratory, library, computers, classrooms etc.

A. Annual contracts has been signed with the following parties in order to maintain the physical infrastructure-

1. Annual Maintenance Contract with the Generator vendor
  2. Annual Maintenance Contract with the A.C. vendor
  3. Duties allotted to the menial staff for maintaining physical infrastructure
- B. Procedure of purchasing and maintaining books, journals and other facilities by the Library department

- Requirement related to books, journals and other library material is taken from all the heads of the department and faculty members of the college in the beginning of academic year.

- After receiving books in office they are transferred to library department.

- The librarian makes sure that the books are returned after completion of examination by the students, No dues certificate from library is made mandatory for issuing of transfer certificates and leaving certificates.

- Teaching and non teaching faculty are informed to submit the issued books on their credit to the library before the last working day and then after completion of stock verification year,

- H.O.D. of each department places the demand list of the lab. Goods and chemicals as per their requirement new books are issued as per the requirements of faculty and students.

- Library monitors the visits of students and faculty members to library on daily basis as signature attain dance on one register of faculty and staff.

- The process of weeding out of old books, journals and other material is checked and resolved by the library committee in consultation with the Principal and Management

- For long term safeguarding of books pest control of books and other material in library is done on periodical basis.

C. Procedure of Purchasing chemicals and laboratory goods

- The office calls for the quotation from different vendors, after Comparing quotations, Then office places the order.

- Once the orders material is received it has been distributed to the respective departments as per their requirements.

D. Maintenance of Academics and physical facilities

- Allotment of classrooms and all other places on the campus is made for each employee for Maintenance and concerned staff's work is monitored by office superintendent.
- Water supply tanks supplying potable water to faculty as well as students are cleaned regularly.
- Laboratory equipments are maintained and repaired through annual Maintenance contract
- Computers purchased under various schemes are maintained and repaired through annual Maintenance contract. Admission committee guides the students seeking admission to B.Ed. courses Maintenance of sports facilities is done by college staff on regular basis