

The college has a definite and systematic mechanism for maintenance and upkeep of physical, academic and support facilities. Some of them are maintained by Annual Maintenance Contract (AMC) given to concerned agencies and some are maintained by external agencies as per the need.

- For the maintenance and upkeep of physical, academic and support facilities of the College, budgetary provisions are made in the meetings of College Development Committee.
- For the maintenance and upkeep of the infrastructure, the Institution consults the professional architects/ engineers/Consultancies. AMC agreement is done regularly with various agencies.
- During all maintenance and up gradation work related to civil and electrical, a supervisor is assigned by the college authority to ensure the work done by the contractors and all other agencies.
- The electrical equipments and systems are maintained by the appointed electrician of the college.
- All minor faults are attended and repaired by hired technicians, carpenters, etc.
- Renovation, beautification and painting of the physical infrastructure and campus are done as per the needs through external agencies.
- For the uninterrupted power supply, the College has UPS backup, inverters and generators.
  
- Stock Register is maintained by the concerned departments. The Stock Verification Committee physically verifies the resources and submits its report to the Principal every year. On the basis of the reports and suggestions, the Principal takes corrective actions, if needed for the optimum use and maintenance of the physical, academic and support facilities.

#### **Laboratory Equipments/Machineries:-**

- Gas connection pipe is checked regularly for any leakage by staff from Government authorized Gas Agencies or by any able technician.
- For the proper maintenance of laboratory equipments, professional consultants, company representatives, technicians or service engineers are called according to the needs of departmental equipment maintenance.
- For the purpose of fire safety fire extinguishers are installed which are refilled as per the need.

#### **Computer and IT Infrastructure :-**

- The college maintains Dead Stock Register regularly to keep account of the non-functional equipment, like computers, printers, etc.
- The maintenance of computer hardware and IT enabled systems are done by the technical staff, hardware technicians and electrician of the college.

- Antivirus software is installed and upgraded for the maintenance of computer systems.

**Sports :-**

- The maintenance of sports facilities and gymnasium equipments are done through outsourcing, whenever required.

**Other :-**

- Sweeping and cleaning of the classrooms, passages, departments etc. are done every day by the support staff.
- Maintenance of lavatories is outsourced through external agency.
- Electrician, plumber, gardener, lift operator, etc. special trained staffs are appointed to look after the overall maintenance as per their skills.
- Also two employees are recruited for the regular monitoring and supervision of overall physical facilities maintenance required time to time.
- The maintenance of generator sets, solar panels etc are undertaken as per the guidelines given by the equipment suppliers.