

4.4.2 Procedures and policies for maintenance of Infrastructure –

Building and Campus infrastructure facility maintenance procedure-

Being a state Government college, the maintenance of the building and campus is looked after by Public Works Department (PWD). The college office authorities coordinate with the PWD department. The college follows the procedure laid down by the state government for maintenance.

Maintenance of Electrical, Electronic equipment and laboratories:

The college has a permanent technical employee for the maintenance of electrical and electronic work of the departments. The same employee has been designated to look after the requirements of all the laboratories of the college including chemicals, equipment machinery etc. The various departments of the college submit a written application to the inward section to fulfill their need for facilities in their department. The application is directed to the technical employee, who looks into the matter to provide relevant service to the developments.

There are four important committees of faculty members which observes the work. Those are Library committee, DPDC Committee, Purchase Committee and Write off committee.

Write off Committee completes the government procedure for the disposal of an old furniture, equipment, electronic gadgets etc. which are outdated and not in working conditions.

There are annual contracts regarding Internet services and website maintenance.

Contracts are according to government rules.

College follows the rules and guidelines laid down by state government for its maintenance. All the committees work efficiently to maintain and upgrade the various facilities in college without delay.