

Procedure and Policy

POLICIES:

College involve the following trained staff (scientific assistance, technical assistance, and lab assistance) to look after the routine maintenance of infrastructure, various lab equipment, networking and computers.

Desktops with power backup facilities are available in cyber centre, computer lab and administration office, which are maintained under AMC or service on call basis as required

The maintenance work is carried out by the trained in-house experts and is also outsourced through appropriate agencies for maintenance, cleanliness and security. Furniture and equipment's are regularly purchased to keep the infrastructure up-to-date. The College has a team of 5 efficient and experienced gardeners to maintain herbal garden, rock garden, theme park, lawns, and sports ground. Each floor of the College has fire safety measures.

The campus is under the CCTV surveillance to prevent any untoward incidents and also to provide secured atmosphere for the students.

PROCEDURES:

Each department submit their requirement of classrooms, laboratories and other infrastructure resources through departmental Heads before the commencement of the new academic session. TICs would budget for the repairs and maintenance in all the laboratories for the concerned academic year depending upon the funds allotted to the department. Order is placed through office via GEM/ Tendering/ quotations depending upon the amount of the work required after validation of the requirements. The available resources are either procured through proper channel or allocated to departments if available.

All laboratory equipment's like Oscilloscope, Function Generators, Conduct meter, Potentiometer, Spectrophotometer, Water Bath, Digital Storage and sensitive electronic instruments are checked and verified at the end of academic semester by staff, lab assistants and lab attendants.

The Biology Laboratories, including Botany and Zoology museums, are maintained through weekly observations; and specimens, crafts and models are conserved at the same frequency. The repairing and maintenance of microscopes and other equipment is done in each semester.

The College has two full time caretakers. The maintenance work is carried out by the trained in-house experts and is also outsourced through appropriate agencies for maintenance, cleanliness and security. Furniture and equipment's are regularly purchased to keep the infrastructure up-to-date.

The College has a team of 5 efficient and experienced gardeners to maintain herbal garden, rock garden, theme park, lawns, and sports ground. Each floor of the College has fire safety measures.

The buildings are maintained for their up-keep and repairs on regular basis. The contractual housekeeping team is monitored by college staff to keep the furniture, toilets, corridors and other places clean and tidy.