

# **System for Maintenance and Utilization Of Physical, Academic and Support Facilities**

The system ensures the optimal utilization and regular maintenance with a desired specification of physical, academic and support facilities of the College to fulfill the high quality in all fields.

## **Objectives:**

1. To stop the exploitation and improper use of resources and services.
2. To get constant, uninterrupted and smooth working of physical, academic and support service facilities.
3. To accomplish regular Upgradation, renewal and substitution of the assets and services.
4. To set institutionalized support and use system for resources.
5. To diminish probabilities of mishaps at working environment for guaranteeing well being.

Mechanism of implementation

## **Administrative office:**

The administrative office is the primary step in implementation of the mechanism for maintenance and utilization of facilities. Regular maintenance and care is taken by administrative office in consultation with principal. The administrative office provides necessary arrangements for maintenance and utilization of college infrastructure.

## **Purchase committee:**

The IQAC prepares perspective development plan every year according to the need of the college. This plan is put forth in the meeting of purchase committee which is headed by the principal. In these meetings on the basis of priorities the important decisions are taken which are then referred to CDC meeting. After getting approval from CDC the purchase and maintenance expenses are utilized.

## **College Development Committee:**

The CDC analyzes the reports and reviews obtained from purchase committee. CDC enlist the activities as per the priorities, gives cost estimation and submit the proposal to the management of the institution for the necessary action. The management then gives permission for these expenses.

## **Technical committee:**

The technical committee takes the annual review of the maintenance and up gradation of ICT facilities.

## **Laboratory Staff:**

The laboratory staff take care of the maintenance and upkeep of scientific instrument and chemicals. The replacement or repairing of scientific instruments is done under the supervision of lab assistant and the faculty members of concerned departments. For the purpose of fire safety fire extinguishers are installed at important places which are refilled periodically.

## **Library Staff:**

Library staff takes the precaution of preservation of library books by periodic paste control.

## **General maintenance:**

The external electrician takes care of repair, service and maintenance of electric fitting and electrical equipment periodically. The maintenance of water purifiers is done by support staff.