POLICIES
FOR INFRASTRUCTURE

Laboratories : Computer, Electronics and English Language Laboratory

Maintenance policy

- The College has hired the services of a professional company for regular support services relating to computer hardware and software. One technician from this company is permanently stationed in college for troubleshooting and also for meeting the regular ICT related need of the college. The personnel looks after the need and maintenance of hardware, software and other related equipment such as printers, cyclostyling machines, scanners, laptops, biometric attendance system, projectors etc. He is also responsible for software installation, antivirus and up gradation.
- Laboratory Assistants regularly check computers and in case of any problem they notify the IT Coordinator.
- This Coordinator makes a note of the same in the complaint register maintained by the college and the technician attends to it.
- If the repair involves any replacement of parts involving expenses the same is done after taking necessary quotations.
- The college has an annual maintenance contract with TATAEDGE for maintenance of the English Language Laboratory.

Utilization Policy

The laboratories are allotted for use to various sections according to the timetable and records are maintained of the same.

Library and Reading Room

Maintenance policy

- The library committee prepares the budget and funds are allotted to the different departments for purchase of books in their respective sections.

- The requirement and list of books is taken from the concerned departments and HOD's /Coordinators are involved in the process.

- The finalized list of required books is duly approved and signed by the Principal.

- Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.

- To ensure return of books, 'no dues' from the library is mandatory for students before receiving results.

- Periodical subscriptions are renewed from time to time based on requirements.
- Library stock checking is done once a year.
- Textbooks which are currently not a part of the syllabus are weeded out.

Utilization Policy

- Book issue and reading room facilities are available to students on all working days from 8 a.m. to 4.30 p.m.
- Students can issue one book for home reading up to 7days.
- They can issue one book for use in the reading room. However in special cases they are even permitted to use 2 or 3 books in the reading room.
- Records are maintained of staff and student library usage.
- The college has a separate E-Resources section where students can use internet facilities.

Sports Facilities

Maintenance policy

- The college has appointed a sports in charge with a specialisation in physical education who looks after the sports requirements of the college. A faculty is also appointed to supervise and coordinate with this staff.
- The staff prepares the list of requirements and the budgetary requirements which is then approved by the principal and the governing body of the college.
- Equipment are then purchased and old damaged equipment is discarded and replaced with new ones.

Utilization Policy

- Students are permitted to use the facilities available in the gymkhana and the gymnasium from 9 am to 3 pm.
- Students are also permitted to practice for tournaments in the open spaces available in the college premises from 9am to 6 pm.
- Students are provided with all necessary sporting gear to participate in various tournaments.

Computers

Maintenance Policy

The College has hired the services of a professional company for regular support services relating to computer hardware and software. One technician from this company is permanently stationed in college for troubleshooting and also for meeting the regular ICT related need of the college. The personnel looks after the need and maintenance of hardware, software and other related equipment such as printers, cyclostyling machines, scanners, laptops, biometric attendance system, projectors etc. He is also responsible for software installation, antivirus and up gradation.

Besides the computers available in the laboratory there are computers (Both desktops and laptops) being used in the college office examination section as well as different departments. In case of any technical issues relating to all these computers the concerned department /section notifies the technician directly and the issue is resolved. If the repair of equipment requires purchase of parts the same is done after calling for quotations and with due approval of the Principal and the governing body of the college.

Utilization policy

Only the concerned section /department is permitted to utilize the computers .In a special case if any computer needs to be used by another department they need to take permission from the head of department /section head/coordinator.

Classroom

Maintenance policy

- General cleanliness and maintenance of classrooms is the responsibility of Class IV employees who are allotted 2 -3 classrooms each for which they are responsible and report to the office superintendent supervises this work.
- In the event of any damage to any equipment in the classroom the concerned class IV employee intimates the office superintendent and the same is recorded in the complaint book.
- For the overall maintenance work, a fulltime caretaker is appointed by the College who checks this book on a regular basis and arranges for electricians, carpenters mason etc to resolve these issues based on the nature of the complaint.
- Two staff members from teaching are given the responsibility of overlooking the infrastructure maintenance

Utilization Policy

- The classrooms are allotted for use to various sections according to the timetable and records are maintained of the same.
- If a faculty requires the use of a room for any activity apart from the conduct of regular lectures they inform the time table in charge/coordinator who then allocates a room based on availability.

Overall Maintenance and Utilization

- The College ensures regular maintenance and upkeep of all infrastructural facilities.
- For cleanliness and hygiene in the college and its campus, the management has appointed an housekeeping agency.
- To ensure the security of the premises the college has manned security at all entry points. Additionally closed circuit cameras are installed at all prominent locations such as Principal's office, library, office, parking area, college quadrangle, entrances etc. In the year 201819 more than 50 closed circuit cameras were installed in all classrooms, laboratories and prominent locations over and above the existing ones. The idea was to strengthen the security and better monitoring on the physical facilities.
- The College awards Annual Maintenance Contracts (AMCs) to external agencies/private vendors for the maintenance of equipment such as water cooler, (Eureka Forbes) air conditioners, (KP Aircon) cyclostyling machines/copier (Shubham Enterprises) etc.