**Procedure and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities**

The college follows structured policies and adopts a well-planned system to maintain and utilize physical, academic and support facilities. For the proper maintenance and utilization of different gadgets, members of the teaching staff have been allocated different responsibilities

**Maintenance of Physical Facilities.**

. There is a property in-charge who monitors the maintenance and cleanliness of the building, classrooms, different labs, college canteen and hostel building. Day to day maintenance includes daily repairs like replacing light bulbs, repairing water leakage, replacing or repairing leaking water pipes, taps valves etc .

The college ensures uninterrupted power and water supply. Maintenance of equipments like generator, submersible tube-well, water storage tank and general lighting is done by technical experts.AMC of generator, commercial R.O. system is done every year. The services of local plumbers are sought. Electricians from Dashmesh Electricals are hired. Housekeeping services are outsourced when required**.**

Transport facility is monitored by a teacher in-charge.

 All lawns and gardens are maintained by gardeners appointed by the college.

Classrooms with furniture, teaching aids and laboratories are maintained by respective departments and a lab attendant.. Bills of the expenditure are registered in a ledger maintained in the office

**Maintenace of ICT Facilities**

There is an in-charge of Department of Computer Science .He supervises the maintenance of the department.

ICT facilities which include the required software installation, antivirus and up-gradation is maintained by the department. BURMY TRADING CO. provides its services. The college website is monitored by MACWILL INFORMATION SERVICE PVT.LIMITED.**.**

 **Maintenance of Sports Facilities**

The sports equipments, fitness equipments, grounds and different courts in college are supervised by the Sports Committee. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done once in every three months. Gymnasium is maintained by the staff of the Department of Physical Education. The grounds are made available to district authorities and local community to conduct sports activities. They help in maintaining grounds in kind.

**MAINTENACE OF LIBRARY RESOURCES**

The college has designated a faculty member who along with the restorer takes care and handle library documents. The library books and documents are handled in the following ways:-

The bound volumes are not allowed to be sorted out from fore edges.

Shelves are not to be kept fully packed. Encyclopaedias, dictionaries and huge volumes are kept flat

 Pest management is frequently done to ward off termite and white ants. Sodium

Fluoride is applied to bound volumes to save them from silver fish. Repellent is used to save materials from rats

Compact discs and digital video discs are properly stored.

 Cutting of news papers containing college news are pasted on a scrap book.

**Maintenance of Other Amenities**

The campus is under surveillance and CCTV cameras are maintained by the service providers.

Annual stock checking of furniture, lab equipments, stationery, sports items is carried out by the designated faculty. The consolidated report is submitted to the higher authority at the end of the year