



Procedure for maintenance of A well established policy and a systematic procedure is maintained for physical, academic and support facilities.:

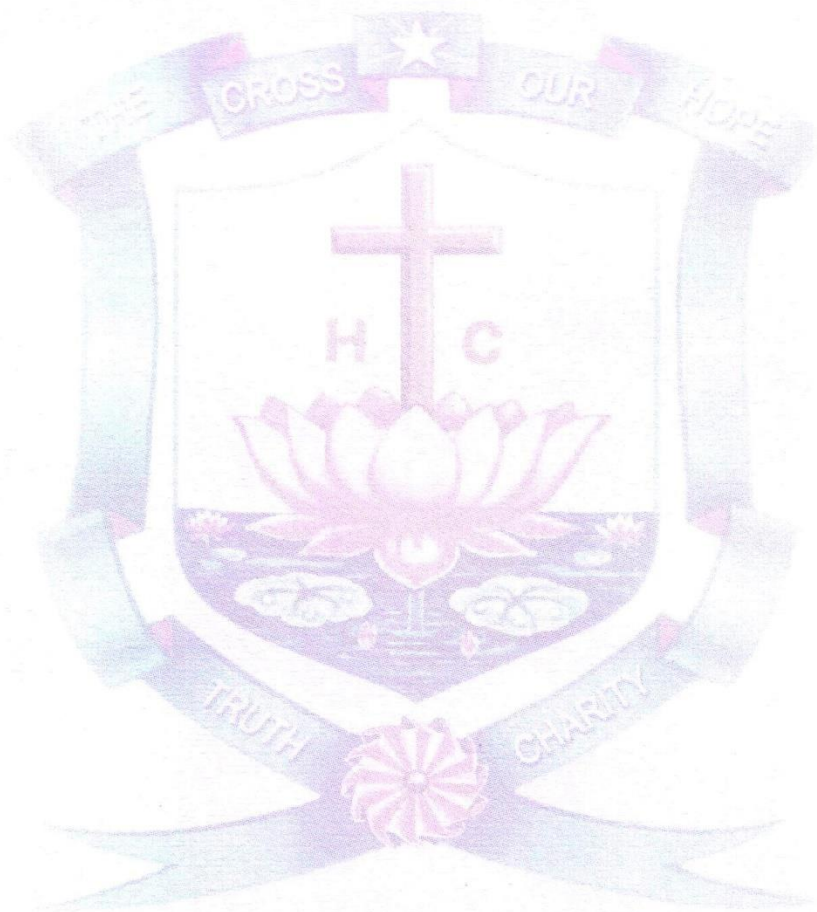
The Principal of the college is the authorized person for the augmentation of the infrastructure, its maintenance and also for the disposal of defective unwanted infrastructure that cannot be used. Laboratory Stock checking of all the equipments, instruments, glass ware, specimens, computing devices etc. is done in all the departments regularly. Regular maintenance of Fault registers and Log books in all the laboratories and repair works are carried out immediately. Library Damaged books are bound, scanned and digitalized in the central library. The departmental library is taken care of by the staff in-charge in each department faculty and supportive staff. Sports Complex Every year in the first week of July, the ground is cleaned and all the courts are marked before the inter departmental tournament. In the department stock registers A B, accession register, stock issue register and condemned register are maintained. Every year in the month of March, the stock register is closed and the condemned equipments marked in the condemned register are disposed by 31st March. Internal stock audit is done by other department HOD or Vice Principal. At the start of the next year, the condemned equipments are replaced by the new ones. Computers A programmer and a faculty member are in charge in every computer lab. Two hardware technicians take care of the maintenance and service of the computers. Common computer problems are handled by the concerned lab programmers and system administrator. Class Rooms Maintenance work related to electrical, carpentry, painting etc., of the classrooms are carried out under the supervision of maintenance staff throughout the year and major repair works are done during summer vacation. Electrical and technical requirements and other infrastructure facilities are maintained regularly by separate electrical and technical maintenance team. Procedure for Maintenance and Repair Service in laboratory For any kind of maintenance or repair the laboratory staff in-charge reports to the Head of the Department, and signed complaint for the register/fault register is forwarded to the Principal and the maintenance work is carried out. The failure of any computer system and accessories are recorded by the programmer in the fault register kept in the lab. Computer systems are installed with power backup. Students are instructed to follow standard operating procedures strictly during the use of systems to avoid system failure due to improper usage. Maintenance of Computing and Laboratory Instruments and Equipments The air-conditioners, generators and other equipments are cleaned, calibrated and maintained on a regular basis. The



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instruments and equipments are serviced by the suppliers from whom it is purchased, in case of any service required. The maintenance register of the same is kept in the lab. Separate maintenance register is kept with details of maintenance entries. Working of LCD is checked on a regular basis. Use of information and communication technology facilities for teaching and learning is recorded in the log book.



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