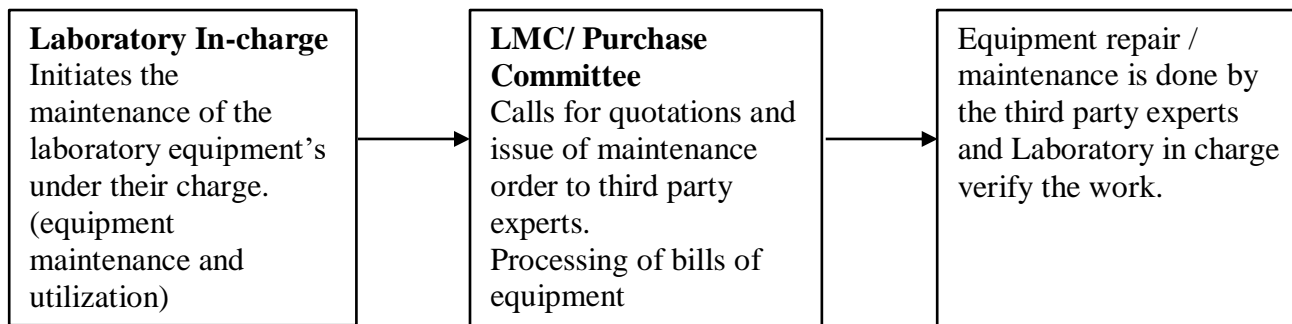


4.4.2- Established Systems and procedures for maintaining and utilizing physical, academic & support facilities

The Institute has a well-defined procedure for maintenance and utilization of physical, academic support facilities like laboratory, library, sports complex, computers, classroom, Girls common Room (Activity Room), Auditorium, Seminar Hall, Board Room etc. The maintenance of these services is done by the Central Purchase committee of Samstha and the institute pays the amount of the bill to Samstha. CDC /Local management committee decide the norms for the maintenance and utilization of physical, academic support facilities. The utilization of physical and support facilities are decided by the teachers by preparing an annual time-table before the academic year starts. Services like security, EPABX, CCTV, cleaning of garden and corridor, cleaning of water tanks are given to AMC's for maintenance, is reviewed and processed every year by Samstha.

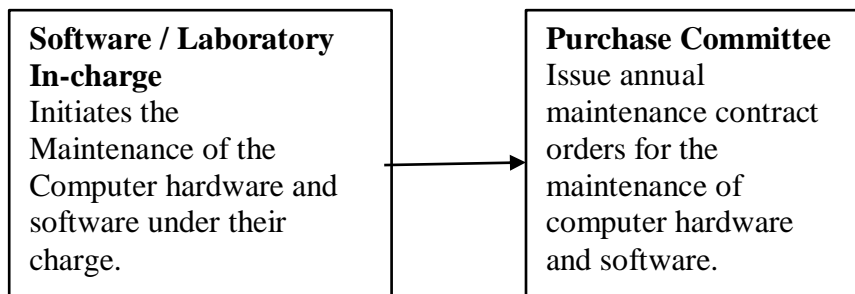
Laboratories: Labs are a fully equipped facility which is used for different purposes. Language lab is mainly used for language training, listening practice etc. All the systems are installed and updated with language learning software. The lab is used for soft skill programs (Listening and Reading skills). Lab is cleaned by lab attendants (College staff) and the maintenance responsibility is bestowed to an AMC.

Maintenance of Equipment: In case maintenance of equipment arises, the concerned laboratory-in charge issues a maintenance request to the "Purchase Committee" through the section/Department head. Based on the request, the equipment maintenance work is assigned to third party equipment experts. These experts carry out repair/maintenance of the equipment. Following flowchart indicate the standard procedure adopted for maintenance of laboratory equipment.



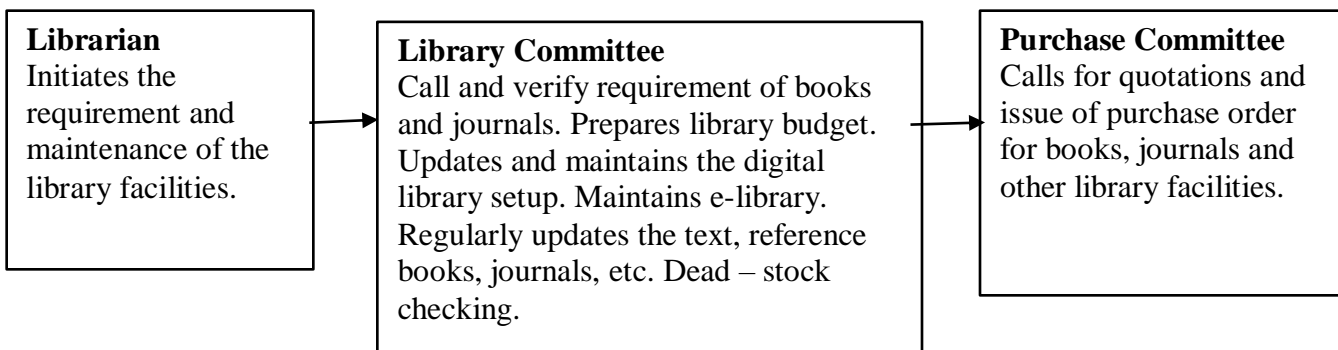
Maintenance of Computers:

The maintenance of computer hardware and software of the institute is carried out by third party experts through annual maintenance contracts (AMCs). Following flowchart indicate the standard procedure adopted for the utilization and maintenance of the computer hardware and software.



Library: Library Integrated Management Software is upgraded and maintained through AMC. Library software AMC facilitates smooth functioning and operation of software as remote access can be given to the software provider and the problem or query can be solved on priority basis. Physical conditions of the books are checked and books that need binding are identified and rebound. Copies of selected journals are bound on yearly basis for further use. There is daily cleaning of library by library peon. Regular cleaning of the books and journals/magazines on the shelves is done to prevent damage to print material and to control the propagation of the insects. There is proper ventilation in library and reading room through windows and fans which ensure good circulation of air. There are mosquito nets for all the windows to prevent mosquitoes entering the library. As the library is an open access library there are safety nets for all the windows to prevent mishandling of print and non-print materials. Open book racks are placed away from walls to eliminate dampness. Pest control is done whenever needed to prevent the damage to books and furniture from harmful pests. Thus the processes of preservation and conservation are applied to safeguard the library materials from further decay and deterioration. Fire extinguishers are placed at proper places to handle disaster situations in case of emergency. Presence of edibles inside the library is not allowed.

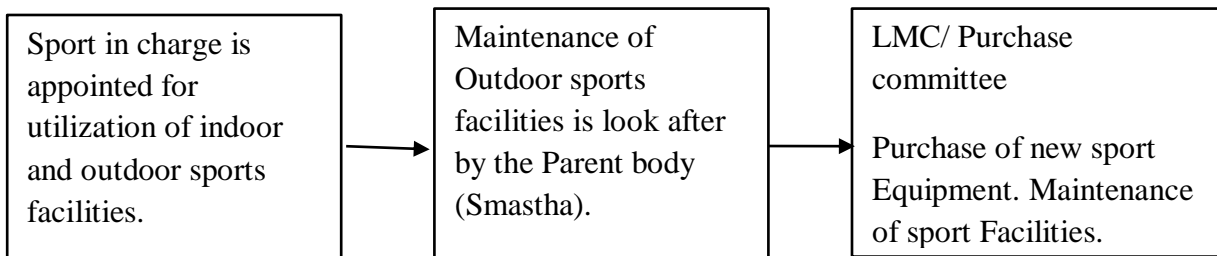
Following flowchart indicate the standard procedure adopted for the maintenance of library facilities.



Sports Facilities: For sports there are various facilities available in the institution. Samstha has a common ground for all the outdoor games where different courts are mapped on different parts of ground. There are ground /tracks for different games like Kho-kho, Badminton, Kabaddi, and Volley –ball, Basket- ball, running track, and cricket. This ground is maintained by Samstha and rent is paid to Samstha to use the ground by institution. The amount of rent is decided and revised by CDC/LMC and sanctioned by institute. All the indoor games like Table-tennis, carom, Chess and Gym Equipment are organized in activity rooms. The maintenance of these indoor facilities is done by Institution and the expenditure is borne by institution.

Maintenance of Sports Facilities:

The Sport in charge is appointed for the utilization of indoor and outdoor Sports facilities & maintenance of indoor facilities. The maintenance of outdoor games facilities are done by Parent body ‘Samstha’ with his department ‘Vastu Vyavastha Vibhag’.



Maintenance of Institute Infrastructure: Classrooms, Auditorium and Seminar hall are well equipped and modernly structured. The day to day cleaning of class-room is done by peons of institution. The Electronic equipment used in class-rooms like fans and tube-lights are maintained through Samstha though maintenance charges are paid by institution. Institute has an A/C auditorium with seating capacity of 180 which is maintained by AMC. Institute has a Seminar hall too with the seating capacity of 100; it has an interactive TV as well. The seminar hall is again maintained by AMC. Other equipment like Projector and Computers are maintained by AMC. AMC is finalized by Central Purchase Committee annually and the permission is granted by LMC/CDC. The cost of cleaning, whitewashing and maintenance of the class-rooms is borne by Institute. The Maintenance Complaint register is placed in the office.

Fire extinguishers are placed at proper places in building to handle disaster situations in case of emergency. The Maintenance of Fire extinguishers and other facility is done by “Vastu Vyavastha Vibhag” of Samstha. Also the Building have a Certified Lift System. The Maintenance of Lift is done by the AMC.

Medical Room/ Sick Room with Medical kit is available in the Institute. The Medical Room’s cleanliness is maintained by our peons. Also our Samstha have a Residential Doctor & dispensary. The Maintenance of it is taken by Samstha Staff.

