

## Maintenance Procedure 2017-2018

The maintenance of Infrastructure is entrusted to the committee comprising of teaching, non-teaching and MTS for maintenance of Classrooms, furniture and laboratories. Classrooms and Laboratories are taken care by the respective MTS. In case of repairs work, the same is registered in the complaint register which is maintained in the office. These complaints are attended on priority basis as and when need arises by the clerk.

**Maintenance of Physical Facilities:** The services of Plumbers electrician and computer technicians are used as per the requirements.

**Maintenance of ICT facilities:** Head of IT, Lab Assistant and supporting Staff monitor and maintain the ICT facilities like computers, servers and LCDs. In case of any problems with the ICT facility, it is reported to the concerned clerk. The college seeks the help of the supplier who rectifies the problem. Maintenance of Electronic equipment is outsourced.

**Maintenance of Laboratories:** Stock registers are maintained by the each laboratory for the equipment and consumables. User's log book is maintained to keep track of the usage of equipment. Information regarding repairs and maintenance is entered in the register. Laboratory MTS looks after the general maintenance of the laboratory like cleaning of equipment, storage of glassware's and chemicals.

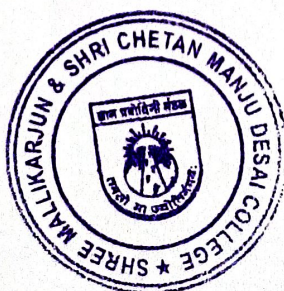
**Maintenance of Library:** Accession Registers for books, Periodicals, newspapers, CD and other reading materials are maintained in the library. Different registers like Student visitor register, Staff visitor register, Ex-student visitor register, Staff Book issue register, CD issue registers are maintained for the usage of Library utilization.

Stock checking is done every year. Books of old syllabus, torned books are removed from the active collection and stored separately to make the space for new arrivals. Latest edition of the Periodicals are displayed on the magazine rack and old ones are kept inside the cabinet. Newspapers for the previous 6 months are kept in the library. Newspapers previous to 6 months are given to NSS Volunteers to make Newspaper bags and remaining ones are disposed off and money collected from this is deposited in the college office.

Library attendant does dusting and shelf rectification. Housekeeping staff does cleaning work of in and outside the library.

**Sports facility:** Gymkhana attendant maintenance the stock of Gymkhana. Housekeeping staff cleans the Gymkhana. Gymkhana attendant is entrusted with maintenance of Equipment and regular cleaning, dusting, greasing, and painting.

College campus is under CCTV surveillance. College provides drinking water facility at various places on the campus. Fire extinguishers are installed in library and laboratories. The Gardner is appointed on contract basis to maintain the college garden. Maintenance of Garden and other amenities like sewage is done on regular basis Replacing Bulbs/ tube lights/fans, repairing of water taps, removal of blocked drains are taken care by the multi-tasking staff.



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