

#### **4.4.2. System for maintenance and Utilization of Physical, Academic and support facilities.**

##### **Objectives:**

1. To stop the exploitation and improper use of resources and services.
2. To get constant, uninterrupted and smooth working of physical, academic and support service facilities.
3. To accomplish regular up gradation, renewal and substitution of the assets and services.
4. To set institutionalized support and use of system resources.

##### **Mechanism of Implementation:**

###### **Administrative Office:**

Administrative Office is the primary step in implementation of the mechanism for maintenances and utilization of facilities. Regular maintenance and care is taken by administrative office in consultation with principal. The administrative office provides necessary arrangements for maintenance and utilization of college infrastructure.

###### **Purchase Committee:**

The IQAC prepare perspective development plan every year according to the need of the college. This plan is put forth in the meeting of purchase committee which is headed by the principal. In these meeting on the basis of priorities the important decision are taken which are then referred to CDC meeting. After getting approval from CDC and maintenance expense are utilized.

###### **College Development Committee:**

The CDC analyzes the reports and reviews obtained from purchase committee. CDC enlist the activities as per priorities, gives cost estimation and submit the proposal to the management of the institution for the necessary action. The management then gives permission for these expenses.

###### **General Maintenance :**

The external electrician takes care of repair, Service and maintenance of electric fitting and electrical equipment periodically. The maintenance of water purifiers and coolers is done by support staff.

The yearly budget is prepared according to the needs and requirement of the departments taking into considering of annual intake of students, laboratory and infrastructure

developments of student's faculty and staff requirements and promotions and latest technologies etc.

- 1) Maintenance is done by cleaning of campus area, classroom, library and laboratories, and it is followed on daily basis.
- 2) Maintenance of furniture in classroom and offices is yearly followed. Repairing and proper maintenance is done regularly of windows and doors is whole campus.
- 3) Electrician visits to institute and repair for new light connection whenever it is required.
- 4) Fumigation is performed in library yearly for avoiding damage of books. Library staff takes the precaution of preservation of library books.