

Maintenance of Campus, Buildings, Furniture and Equipment

Maintenance is undertaken to ensure the functional/usable condition of facilities available in the campus and to servicing, repairing and replacing the equipment, devices and furniture etc.

Our college is located in an area known for its pollution free greenish look and salubrious climate. The college Environment Committee is entrusted with the task of keeping the campus greenish, plastic-free and smoke-free. The Committee has drafted guidelines to be followed by the students and the staff when they are inside the college campus. The Environment Committee with the help of the NSS volunteers and salaried full-time gardeners plants trees at the earmarked sites and waters the plants and trees periodically. Dustbins are placed in the campus and at each floor of the buildings for dumping waste papers, plastic items and garbage. The common facilities such as roads, vehicle parking sheds, water points, dining halls, rest rooms, Student Centre, internet, indoor and outdoor stadiums, gym, generators, pump sets and other facilities are maintained with the funds provided by the Management.

White-washing the building is done once in two years and painting is done once in a three- year period. Regular repair of the buildings and furniture is carried out during the summer vacation. The repair which needs immediate attention is done urgently. The class rooms, corridors, staircases, office rooms, department rooms, library and laboratories are swept clean every day.

The equipment, instruments, appliances, computers and computer peripherals require a continuous repair and maintenance for uninterrupted academic and administrative activities. Advanced and expensive equipment are maintained by Annual Maintenance Contract (AMC). The less expensive equipment, instruments and apparatus used in science laboratories, computer laboratories and at other places are checked periodically by the technical assistants appointed for looking after such instruments. The software updates and internet related problems are resolved on the advice of the Internet Service Providers (ISP). Spraying pesticides/insecticides is done for keeping the library books and office records from the damage caused by pests and insects. The fire extinguishers are refilled timely and the overhead water tanks are cleaned

periodically. The garbage piled in the campus is cleaned once in three days by workers of the local body. Stock taking of furniture, library books, apparatus and equipment available in the laboratories is also undertaken once in a year. There are 11 buses used for women students. Records such as Registration Certificates, permission to ply in the area specified, fitness certificate issued by the concerned authorities, insurance policy documents and other records of the buses are maintained by one of the office staff. He also maintains the accounts for the expenses incurred for plying the buses and repair, and payment of insurance premium and salary to drivers. The repair of the buses and replacing the damaged spares are done as and when needed. The buses are painted before the expiry date of the Fitness Certificate which is to be obtained annually.