



## **PROCEDURES AND POLICIES TO MAINTAIN THE CAMPUS INFRASTRUCTURE**

### **Civil Maintenance:**

1. The Civil Maintenance is handled by the Civil Engineer. He is in-charge of the building development and maintenance, water and sewage, carpentry. Each division is headed by a supervisor.
2. There are in house Plumber, Carpenter, Welder and Electrician.
3. The greenery of the campus is well maintained by Horticulture in-charge.
4. There is a lab instructor in every department, who maintains the stock register by physically verifying the items round the year.
5. Department wise annual stock verification is done by concerned Head of the Department.

6. Regular maintenance of Computer Laboratory equipment's is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in-charge.
7. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by institute concern employees.
8. College campus maintenance is monitored through regular inspection.
9. Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained by the concerned in-charges.
10. Maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband will be maintained through supervision of IT professionals.
11. The maintenance and stock verification of library books is done regularly by library staff under the supervision of Library in-charge.
12. Generator, Air Conditioners, CCTV cameras and RO Plant will be maintained by professionally trained in house employees.

**Electrical Maintenance:** All the electrical maintenance is handled by a qualified team under the supervision of Electrical Engineer.

**House Keeping:** Cleaning staff is allotted for each and every college as well as offices inside the campus for maintenance and upkeep of the institution under the supervision of House Keeping in-charge.

**Stores:** The Civil store and Central store registers will be updated and maintained from time to time by the respective store in-charges. They are responsible for receipt and issue of the stock to various sub stores and departments according to the indent received by the concerned departments.

**Transportation:**

1. There are adequate buses for transportation of employees and students from

designated locations to campus and back.

2. Own Ambulance facility is available inside the campus for all designated colleges round the clock.
3. Sufficient drivers and cleaners are available round the clock and is fully maintained by the transport in-charge from time to time.
4. Seating arrangement will be allotted according to the gender along with seat numbers for students as well as staff with bus passes duly signed by the competent authority.
5. Free Transport facility will be provided for faculty and non teaching staff.