

4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Aim:-

1. To achieve timely up gradation, replacement, repairing of the resources.
2. To prevent misuse of resources and services.
3. To set standardized maintenance and utilization procedure for resources.
4. To ensure proper safety at work place considering probability of accident.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities for laboratory, library, Gymkhana, classrooms etc.

On the basis of observation and utilization, maintenance requirements are communicated orally to concern authority. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.

❖ **Academic and Support Facilities:** The college has made available modern teaching aids like LCD projectors, Smart board, Camera, Xerox machines, Printers, Scanners, WebCamera etc. and Software required for academics. The college also provides internet and Wi-Fi facility in the college campus. For the maintenance of these equipment and Facilities, college hire local service provider on need basis.

❖ **Physical Facilities:**

- **Classrooms, Staffroom, Seminar Hall:-** Adequate in-house staff is employed to maintain cleanliness of campus so as to provide a best learning environment. All classrooms, Staffroom, Seminar Hall etc. are cleaned and maintained regularly by Non-teaching staff assigned for each floor.
- **Laboratories –** The College laboratories are maintained by trained in-house Lab Assistant who maintains the efficiency of the college computers and accessories.
- **Library:-** Library staff of the college is engaged in the maintenance of the reading room and stack verification of library books. One non-teaching staff is assigned for cleanliness and neatness of the library. ILMS-Integrated Library Management System, “AutoLib” and E-library system which is maintained by the AMC appointed by our institution.



- **Gymkhana Department:** - Gymkhana department is maintained by one non-teaching staff who look after the cleanliness and neatness of the gymnasium and gymnasium equipment.
 - **College office:-**Computer, College Admission Module, College Examination Result Module of college office is maintained by AMC appointed by our institution.
 - **Wash rooms** are well maintained by sweeper. Dustbins are placed at every floor.
 - **Parking facility** is well organized and efficiently maintained by non-teaching employees. They look after the maintenance of approach roads and neatness of the entire premises
 - **The Green Cover** of the campus is in well maintained condition by a full time appointed Gardner.
 - **A fire hydroid system** is available in the college for fire safety and is maintained by AMC appointed by parent institution as per need.
 - **Monitoring of electrical equipment** such as UPS, batteries and EPBAX are done on call basis as per requirements and enter the condition/status of equipment in log book.
 - **Air conditioners and water purifier, and CCTV cameras** are maintained by AMC on call basis.
- ❖ The central office of MVPS and its team responsible for the maintenance of major infrastructure facilities. This team looks after the regular maintenance of works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house – keeping ,colouring etc.

In case of major fault, the contractor is called (belonging to equipment) by maintenance committee. The contractor analyses the fault and submits report. If the replacement of any part is necessary then quotations are called & purchase as per centralized purchase procedure. Inspection work is done by the contractor, HOD and Principal and ensure smooth functioning of the equipment. Completion status is given by contractor/HOD to the Principal. Even in major maintenance Principal informed all details to top management.

The college construction is new so till date we don't have that much major maintenance of building and infrastructure.




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