

Procedures and policies for maintaining and utilizing physical, academic and support facilities

Standard methodology for utilization & maintenance of all physical, academic & support facilities exists as under:

Computer Centre and computer Lab:

Computer centre in 100 square meter and computer lab in 70 square meter is available for all students for their personal and academic requirements. On line sessions, Skype interviews are conducted at the computer center. Whenever such special sessions are carried out, it is informed in advance to system administrator so as to arrange the session. There is a separate rack for keeping bags and belongings of the students while they enter in the computer lab.

Login book is maintained any requirement related to repairs or replacement of the faulty computer accessory is recorded by system administrator and same is repaired or purchased after sanctioning from principal.

Sport Maintenance:

Whenever students want to use sport facility, they approach sports in-charge for receiving sports material like football, basketball, volley ball, table tennis bats, table tennis balls, badminton rackets, shuttles, cricket bats, stumps, , carom , chess . Housekeeping of college premises, daily cleaning, washing is outsourced to an external agency an ex student, who has started this as an enterprise, and maintenance of physical infrastructure of the building is taken care of by the maintenance in charge. EPBX, water coolers, water purifiers, air conditioners, overhead water tanks" cleaning are maintained by external maintenance agency under AMC system.

I T Facilities: Wi-Fi is available in all campus. If it is not working, it is informed to system administrator.

Garden: Entrance area is well maintained by the gardener.

Electrical Maintenance: is outsourced to a contractor.

Canteen: Canteen facility is available for all staff and student. It is outsourced to a contractor. Meals and snacks are provided at affordable price.