

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

GENERAL MAINTENANCE COMMITTEE is one of the most important parts the institution for the smooth functioning of any College / Organization. General maintenance deals with erecting and maintenance of machines, Mechanical / Electrical equipment/machines, and buildings. They paint, repair flooring, and work on plumbing, electrical, and air-conditioning, heating systems, Lift Fire protection systems.

Functions of the Committee: To suggest measures for the safety, development, and maintenance of the Institute's infrastructure. To ensure optimal use of the infrastructure and to get the defective gadgets repaired. To suggest measures for the dispose of unserviceable articles / accessories lying in the labs. To correlate with all the departmental labs (CSE, ECE, EEE, IT) for maintenance purposes. To have a proper monitoring system to regulate, maintain and look after breakdown maintenance.

Roles and Responsibilities: Chairman, Coordinator, and member from the Admin department shall prepare a tentative Budget for General maintenance. The coordinator shall initiate the meeting needed for any kind of maintenance work. He will distribute the work among the members. Every work should be followed up by him until the completion of the job. The assistant coordinator will look after the maintenance required in different Labs and maintenance related to Fire Safety System. One faculty member will look after the civil maintenance (Construction / Structural) work. (Preferably from engineering department). One faculty member will look after the Electrical maintenance work. (Preferably from the Electrical department) One System Administrator and a Lady Faculty Member will look after the maintenance work of Computer / I.T Greenery in the college. The Estate Officer will look after the maintenance related to drinking water and plumbing facilities.

The General Maintenance Committee has the following facilities:

1. Store room for spare parts
2. Well equipped technician.
3. Quick response system to the emergency fault / maintenance.
4. Twenty separate housekeeping staff (Five male and fifteen female) to maintain properly cleaned and hygienic ambience inside the college.
5. There are four gardeners to maintain the greenery inside the college.
6. There is a few staff members trained with 'Fire Safety' measures.
7. One qualified electrician is available all the time for any electrical fault maintenance.

#### ELECTRICAL/COMPUTER NETWORK MAINTENANCE COMMITTEE

Roles and Responsibilities:

1. Perform routine maintenance
2. Ensure safety measures are in place and followed
3. Conduct emergency Maintenance in case of any failure in Power / Network Connectivity
4. Liaison with external bodies such as State Electricity board / ISP, to ensure uninterrupted service.