

## Policies and Procedures for the maintenance of Infrastructural facilities

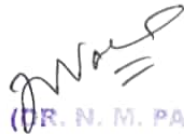
2019 - 2020

Institute makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee assigned enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as Purchase committee, Repair and maintenance committee, Sports Committee, Library committee, Lab Maintenance Committee, Students Feedback committee etc. of the college.

Sr. No.	Name of the Committee	Function of the Committee
1	Stock Maintenance Committee	➤ Maintains the stock register by physically verifying the items round the year
2	Lab Maintenance Committee	➤ Regular maintenance of Computer and other Laboratory equipments
3	Discipline and Cleanliness Committee	➤ Overall development of campus ➤ Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns
4	Hostel monitoring committee	➤ Upkeep all facilities and cleanliness of environment in men's and women's hostel
5	Repair and Maintenance Committee	➤ Outsourcing is done for maintenance and repairing of IT infrastructure ➤ Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing ➤ Regular maintenance of the water cooler and water purifier is done by outsourcing agent
6	Library Advisory Committee	➤ The maintenance of the reading room and stock verification of library books

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