

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

The Maintenance committee is responsible for monitoring the cleanliness of the campus. A comprehensive maintenance policy has been formulated for the smooth functioning of the college. The staff notifies all maintenance-related needs to the maintenance committee. The Office Superintendent leads the support staff in maintaining classrooms, computing equipment, furniture, fixtures of classrooms, LCD projectors, electricity, and carpentry. The aim includes to Maintain the Physical, Academic, and Support facilities and to attend to requirements and damages immediately.

### **Roles and Responsibilities**

- The cleanliness of the entire campus is monitored by the maintenance committee with the help of support staff.
- Stock registers are maintained for the infrastructure.
- Ensure that the supporting staff cleans the office area, corridors, staff rooms, classrooms, library, laboratories, halls, common rooms, restrooms, and ground.
- Check the constant flow of water and maintenance of the Garden.
- The library resources are maintained by the librarian
- Sports equipment and playgrounds are maintained by the Physical Director with the help of support staff

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