

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.

Overview of infrastructure facilities in the college

The campus is maintained by the Maintenance team which includes the Chief Engineer, Site Engineer, Electricians, Plumbers and other supervisory staff. The Housekeeping and Security work have been outsourced and supervised by the Maintenance Team. Classrooms and laboratories are well maintained, and purified RO water is provided to the staff and students on all the floors.

All the assets are maintained as per the resource requirement guidelines of the UGC. The Annual budget is prepared based on the respective department's requirement, forwarded by the heads of the department and the administrative in-charges. The consolidated budget is forwarded by the Principal for the Management's approval. After which, quotation from various companies is provided and the best is purchased and installed.

Overview of Laboratory Management

- Laboratory Stock Register is maintained in all departments to enter items regularly
- Trained lab-assistants are appointed in laboratories
- Internal stock verification is done every year by a committee constituted by the Principal.
- Follow up action is taken on the committee's recommendations.
- Whitewashing the labs and maintenance of materials is done every year.
- Fire extinguishers are installed and maintained in all laboratories.
- Instruments and equipment are serviced under AMC / per call scheme.

Computer laboratory management

- In the Laboratory, required computers and other requirements must be kept safe, secure and ready for the use of observation and experimentation as and when required to do so
- Here the different systems are properly arranged and locked in specific tables and places to save time and energy of the students and teachers.
- The laboratory environment encourages students to perform their practical sessions carefully in a congenial environment.
- The name of the students, and their group consisting of a specific number should be presented in the lab. Students' time table and date on which the laboratory work conducted should be kept in the laboratory. The name of the experiment and the nature of the laboratory work to be performed for individuals and group should be maintained.
- The period of duration of the practical sessions are maintained.
- Updated Antivirus software is provided in all the computer systems.

Life Science Laboratory Management

- The equipments are thoroughly washed with soap and water for basic cleaning. Wire brush is used to remove some residue and is rinsed with purified water to ensure that all soap residues are removed.
- Boiled and purified water in the lab is used to remove caked-on materials like solidified agar or other gelatin-like products.
- Traces of organic materials including soap residue are removed by rinsing with acetone.
- To remove all bacteria and other micro organisms the equipments shall be wiped with ethanol for sterilization.

Library

- The library is situated in the KCG knowledge center which has books, journals, magazines and daily newspapers.
- The students & staffs are facilitated to use e-resources in the library.
- An entry register is maintained which records all the names and details of students and staff who enters the library for accessing. The time they leave the library is also to be recorded.
- Complete list of library books are maintained in the system, which facilitates the users to browse and find for books and journals.

Sports

- Regular maintenance of outdoor courts, sports surfaces is crucial to prolong the life of court and maintain ideal playing conditions.
- Water sprayed in the sports ground as a daily routine practice.
- Outdoor courts or sports surfaces are professionally cleaned every 12 to 18 months to prolong the lifetime of the surface. Keeping grass and any other plants or vegetation cut back from the court surface (monthly once).
- Measurements for practice lane markings will be done weekly.
- Basket ball court and posts are well maintained and damages are immediately rectified.
- Playing materials (balls, net, rackets, etc) are fully utilized till it is worn out.
- Disinfectants prevent the spread of germs and illness
- Proper disposal of waste and recyclable materials keeps play areas clutter-free.

Classrooms

- Civil department of the college performs the building maintenance and the repair works inside the campus.
- All classrooms have adequate furniture, LED lights, fans and multiple electrical points.
- Repair works, replenishment of furniture, blackboard, electrical and plumbing are carried out at every year.
- Academic blocks are installed with pure RO water supply.
- Every academic block is provided with power backup using generator.

Record and verification of Infrastructure

Complete record of all infrastructures, software, and other maintenance work is maintained by each department. A periodic verification is carried out to find out and replace any missing or obsolete items. The in-charge committees will take necessary action for the missing and obsolete assets.

Depreciation

Annual depreciation is provided to the assets, based upon its type, the rate of depreciation differs. The amount of depreciation shall be annually written off from the balance sheet.

Insurance

All assets of the institution are safeguarded with a proper insurance against damages and theft.

Maintenance of Infrastructure

- Housekeeping staff are in-charge of maintaining the premises and rest rooms, clean and tidy.
- Pest control treatment is regularly made.
- Apart from regular maintenance and upkeep of the plumbing and electrical works, the Plumbers and Electricians promptly attend the complaints, if any.