

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

The allocation and utilisation of the available financial resources are optimised for maintenance of the facilities through the committees constituted for this purpose. Every new student is introduced to all the facilities and oriented towards their proper utilisation through College and departmental orientation programmes. Proper use of laboratory equipment is explained through Bridge Courses and also prominently displayed as posters in the laboratories. The college library carries out orientation of newly admitted students in batches to explain how to use the available facilities and also ensure their upkeep.

The Building Committee of the College looks after additions and alterations in any part of the building. The College employs the services of a Site Engineer who is consulted when required for modification or repair work. Cleanliness of the classrooms, corridors, washrooms and other spaces is ensured by outsourcing to M/s Sulabh International, whose personnel augment the small number of regular sanitation staff of the college. A Supervisor appointed by Sulabh oversees the allotment of work for the sanitation staff. The College Caretaker is in overall charge. The app InfraCare can be used by any member of the College community for registering a complaint for any infrastructural repair required. The Caretaker then deputes the electrician, plumber or carpenter as per requirement. A manual entry may also be made in the Complaint Register kept with the Caretaker regarding repair work.

The formal structure for maintenance of facilities is as follows:

- Caretaker for supervision of security and sanitation staff, maintenance of essential facilities and assets in the college and staff quarters.
- Site Engineer, who oversees construction, repair and renovation projects entailing civil, plumbing, electrical and interior works following due procedures, in consultation with college architect or consultants.
- Full time electrician for fixing electrical line and panel faults, maintenance air conditioning, functioning electrical equipment, audio-visual systems for events/performances; overall state of electrical equipment, communication lines etc.

The laboratory staff ensures that laboratory equipment is in good condition and functional at all times. Instruments and other equipment requiring periodic calibration are recalibrated in-house where possible using scientific protocols. When College staff cannot deal with any error arising, technical help is sought. If the equipment is declared unserviceable, it is written off following due process and then disposed of with the permission of the Governing Body. Due diligence is exercised, especially for disposal of e-Waste, where the report of the DU Radiological Officer is sought before proceeding. An AMC is taken for machines and equipment that require periodic maintenance at high frequency. Apart from sophisticated scientific research instruments, this list includes high end reprographic machines, the industrial RO water plant, air conditioners, EPBAX system, CCTV network, Wi-Fi network, etc. Laptops issued to students and staff are serviced at least once a year or on request.