

## **Policy for Maintenance and utilization of Facilities**

1. All heads arrange a meeting of their respective department by the end of every academic year in order to know the requirements of their department. These requirements are informed to the registrar for their timely fulfilment.
2. Meetings of CDC are taken regularly regarding maintenance and utilization of physical, academic and support facilities.
3. Daily Sweeping and cleaning of classroom, passages and ground etc. is allotted to the supporting staff (peons) and their immediate reporting authority is the Registrar. The washrooms and toilets are cleaned by the staff of an outsourced agency.
4. Stock is supervised regularly and verified at the end of every academic year and reports are prepared. Those reports are submitted to the registrar. Stock Verification register is maintained by every department and updated regularly.
5. Apart from regular maintenance if there is a need of occasional maintenance or repair, it is informed to the Registrar who arranges the needful by using in house agency or outsources it.
6. Garden and other indoor plants kept in the corridor are maintained by the supporting staff.
7. Resources in the central library are maintained by the staff of the library under the guidance of the Librarian and library committee.
8. Feedback is taken from students regarding maintenance of facilities. Their feedback is put forth the CDC and proper actions are taken accordingly.