

4.4.2

Procedures and Policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sport complex, computers, classrooms, etc.

There is a well-defined procedures, policies, guidelines and procedures for housekeeping, repairing and maintaining activities to confirm timely maintenance work. There are various committees like Building Committee, Library Advisory Committee, Equipment Purchase Committee, Hostel Committee, College Administration Committee, Purchase Committee, etc to maintain the infrastructure properly.

- For equipment, such as computers, lab equipment, smart boards, water purifier, air conditioner, internet, etc., AMC is given for proper up-keeping and maintaining them. The equipment is serviced at regular intervals.
- At the commencement of every academic year, the committees take care of proper availability of black boards, lightings and furniture in the college.
- The sports committee plays a major role in creation and maintenance of sports facilities on the campus for the students and the faculties.
- All the peons are assigned duties of specific rooms and areas for cleanliness. Pest control is done at regular interval.
- Discarded, outworn, out of use, old and irreparable things are written off annually. Non-teaching staff is assigned the housekeeping responsibility. Gandhinagar Municipal Corporation also helps us in maintaining housekeeping and cleanliness on the campus.
- The college has appointed sweepers who are responsible for cleaning all washrooms and keeping the entire campus clean.
- The gardener maintains the garden well.
 - During Covid 19 pandemic lockdown extreme care is taken to sanitize the premises, and college building. Thermal guns were used to check temperature of the person

visiting the college, sanitization dispenser was placed, wearing of mask was made compulsory, social distancing was maintained by all the staff and students.