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

Maintenance of Infrastructure- The College give great prominence to creation, maintenance and upkeep of the entire infrastructure necessary for the effective teaching-learning, positive development and efficient maintenance. The PWD Wing and Directorate of Technical Education is monitoring the maintenance of buildings, classrooms and laboratories. A Building committee consisting of 5 expert members scrutinizes all proposals for new constructions and modifying existing buildings.

A few specific initiatives undertaken to improve the physical ambience in the last five years are:

• Concreting of the parking area

• Colouring of buildings

• Changing window shutters

• Renovation of washrooms

• Planting of new trees

Physical infrastructure repair work is carried out by PWD- Buildings and Electrical wing. Maintenance of computing facilities AMC contract is given to external agency for the maintenance of computers and printers within the college. To maintain internet connectivity in all computers and CCTV security system, a network and system administration team is appointed. LCD projectors, EPBX system, air conditioners and water coolers are maintained with the help of external agencies. Maintenance of Laboratory Equipment As and when required, the institution takes up calibration and other servicing measures for the equipment/instruments through suppliers and service personnel periodically and in some cases through annual maintenance services. The departments maintain the complete records of such services.

Other laboratory equipment is maintained by technical supporting staff. In case of any repair requirement, service is hired from outside agencies. General Security Measures Trained Security Personnel are deployed at the college main gate, at all the department blocks, hostels and other strategic locations. Under the supervision of a security officer, they keep constant vigil all the movements inside the campus, take care of the security of all the equipment in the buildings and also check all the outsiders entering the campus. Garden maintenance is taken care of by a team of gardeners. CCTV Cameras are installed in various vantage points inside college campus. All drawing halls are provided with CCTV camera. Campus is equipped with CCTV camera on main places with 24x7 security system, necessary human power is available to take care of the facilities