

## **Maintenance of Campus Infrastructure 2019-20**

College has maintained its physical facilities as per guideline given by college management. For maintaining laboratory support staff of college as well as for cleaning work in all departments separate persons are hired. Library is maintained by library staff in terms of weeding, housekeeping activities of library. All the work is done by library staff. For barcoding of books separate printer has been procured on which barcodes and spine labels of books were printed at the time of technical processing. Weeded collection is donated by the college to other schools and colleges established by the college management. Newspapers and magazines were kept for one year and then as per quotations given by scrap vendors, it was being scraped/recycled by the commitment given by the vendors. For Internet and network components maintenance, separate vendor is hired and he will look for the required technological upgradation. For hardware maintenance, separate lab attendant is hired and he was maintaining the hardware. For electrical work separate contract was given to vendor as per notifications given by college management. For classroom cleaning separate contractual staff is hired and they are looking for the all cleaning work of classrooms as well as urinals and campus area. Cafeteria of college is run by vendor as per guidelines given by college management. Good quality food is maintained in it and College team is regularly checking the quality of food prepared by the vendor.

To save the time of library staff as well as students, ID card printer was installed in the library. To achieve one more step towards library automation, the policy was made to discontinue use of library borrowers card and register system and complete barcoding of library card is done.

Due to COVID 19 pandemic situation, automatic sanitization spray machines were installed at main entrance of the college and in inside office premises. Classrooms were sanitized by college staff before and after each lecture/examination block.