

#### 4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- The maintenance committee is headed by a senior Professor In charge who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Professor In charge and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc. The maintenance officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- **Classroom Maintenance:** The College has a maintenance committee that oversees the maintenance of buildings, classrooms and laboratories. Regular cleaning and maintenance of class rooms are carried out so as to provide effective learning environment to the students. Class rooms are cleaned daily by the non teaching staff of the college. Central time table is designed in such a way that there is maximum utilization of infrastructure and class rooms.
- **Library Maintenance:** Library is partially automated. College has library committee which involved representative faculty from all streams which gives the book demand to library for smooth working. Pest control of library books and records is done every year by the maintenance department.
- **Sports Infrastructure:** Sports grounds and Indoor Gymnasium hall are properly and professionally maintained by dedicated staff under the supervision DPE. Our students have brought laurels to the college by bagging first/second positions in various Inter-Varsity, National and International Championships in the games like Boxing, Volleyball, Athletics, Rowing, Rugby, Basketball etc. Sports material is issued to students as per the schedule.
- Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by full time gardeners.
- Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance activities. The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers.
- Network Administrator under the supervision of the HOD Computer Science maintains the efficiency of the college computers and accessories. Regular up gradation is carried out for

computers and software. Available computers are distributed in office, library and for administrative work as per the requirement and load of the work. Computers are connected through LAN and with high speed internet facility.

- Parking facility is well organized and is efficiently maintained.
- The campus security is monitored through High Resolution IP surveillance Cameras.
- Every department maintains a stock register for the available equipment.
- The civil and electrical work is adequately monitored and maintained by the Akal College Council Estate office.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.
- The non-teaching staff is also trained in maintenance of science and computer equipment.