**PROCEDURES AND POLICIES FOR INFRASTRUCTURE, MAINTENANCE AND UTILIZATION OF ACADEMIC AND SUPPORT FACILITIES**

**I.Physical Facilities**

The faculty and staff of the College headed by the Principal looks after the development, maintenance and utilization of the College physical facilities. We have adequate infrastructure of classrooms, laboratories, library, sports complex etc. The infrastructure of the College is being utilized for curricular, co-curricular and extracurricular activities. For maintenance of a clean campus environment, cleaning of all rooms, corridors, toilets, compound, etc on regular basis. Skilled workers are hired for repair works relating to buildings, furniture, etc.

**II. Library**

The College library is computerized with the help of software and provided with internet and photocopier facilities. The library committee of the College headed by the Principal is responsible for assess the requirements and to suggest the management for purchase of books including Upgradation of library. We have the practice lending books on card basis.

**III. Sports Complex**

The College has a standard ground including volley ball, throw ball, ball badminton and kho-kho courts where outdoors sports activities are held. The sports committee of the College is in-charge of the sports complex and equipments. The sports committee of the College headed by the Principal is responsible for maintenance and repair works.

**IV. Computers**

We have two computer Laboratories in the College. The computer laboratory offers proficiency programs in information technology and supports the prospective teachers to complete the academic practical components of ICT.

**V. Classrooms**

All classrooms have facilities in such a way that they can be used for teaching at all circumstances without any bar of time and it is indispensable that we use almost all classrooms during the micro teaching practices. Besides, the infrastructure is being used for conducting Seminars, workshops, and lecture sessions. Checking of fans, teaching aids etc in the classroom are done regularly.

**VI. Water**

We have Reverse Osmosis Plant and Smart water dispenser for safe drinking water is available in the college campus for everyone.

**VII. CORRECTIVE MAINTENANCE SYSTEM (CMS):**

* The institution is having Complaint Registration system. The entire stake holder can register their complaints in this registration Book.
* A complaint is raised by the user on the Complaint Register. The Complaint is automatically assigned to resolver depending upon the nature of complaint.
* Turn Around Time (TAT) to resolve any complaint is 02 days. However every Complaint is attended resolved as soon as possible.
* If Complaint is not resolved within TAT period then it is auto escalated to the higher authorities by following escalation matrix:
* The institution has In house team to manage repair maintenance work.
* The Complaint can be categorized in the following categories:
* It Services
* Administration
* House Keeping/Maintenance
* Library
* Registrar Office
* Departments

Infrastructure Committee Principal