



**OFFICE OF THE PRINCIPAL, GUNUPUR COLLEGE, GUNUPUR
DIST- RAYAGADA,(ODISHA)**

(NAAC RE-ACCREDITED- "B" GRADE)

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**Procedures and policies for maintaining and utilizing physical,
academic and support facilities - laboratory, library, sports
complex, computers, classrooms etc**

- 1. Campus Area:** The campus area is regularly cleaned by sweepers outsourced by the Institution which is monitored by the Jr. Clerk of the College. It is also taken care of by the volunteers of the NSS & NCC units of the college.
- 2. Class Rooms:** The class rooms are cleaned on daily basis monitored by the senior most Peon. Head of the institute, HODs and faculty members also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.
- 3. Laboratories:** Each laboratory has one teacher as lab in charge, a Lab Assistant and a Lab attendant. The faculty in-charge of the Lab is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with the changes in the syllabus. Dead stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipments etc. Preventive maintenance and performance monitoring is carried out. Every laboratory assistant keeps the record of utilization of equipments and all other required materials for the experiments. Lab attendants keep the Laboratories clean. Check the draining system, supply of water, etc and help the Lab Assistants in proper cleaning and safe-keeping of the equipments. The Faculty I/C and HODs monitor all the maintenance work .

4. **Computer center and IT facilities:** The Computer Center has one faculty as the in charge of the center , and a Lab attendant. The faculty in-charge of the Computer Center is responsible for maintenance and up gradation of all the equipments in the Computer center and other computer systems in the college . Stock verification (Physical Verification) is carried out to verify working/nonworking/missing of equipments etc. Preventive maintenance is carried out and working condition of the systems in the computer center is checked at the beginning of each semester. The Lab attendant maintains the cleanliness of the computer center with the help of sweeper/student volunteers. The Faculty in-charge / HOD (Comp. Sc) monitor all the maintenance work .
5. **Library:** Librarian with supporting staff has been appointed to maintain the library. They focus on the availability and utilization of Library books and journals in teaching and learning process. At the end of the Academic year stock verification is done. Librarian will prepare the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments which is then processed following the procurement procedure.
6. **Gymnasium and other sports equipments:** The P.E.T. of the college looks after the gymnasium, sports facilities and the activities. The sports equipments are issued to the students as per the schedule of the events as well as for preparation/practice. If any equipment gets faulty, the PET submits proposal for maintenance. Preventive maintenance measures are taken in time. The P.E.T. is responsible for keeping the record of utilization of gymnasium, sport Facilities, activities held, awards for the students etc. Cleanliness of the gymnasium is maintained by the support staff(s) provided by the college and also by the student volunteers.
7. **Electrical, Drinking water coolers, etc.:** The college has a mechanic for up keeping and maintenance of electrical and water drinking facility. Regular checking of all the equipments done on a weekly basis and the problems if any is taken care of by the mechanic. Problems reported by the Faculty members /students (if any) are taken care of in a priority basis.

Benedict Miller

Principal,

Principal

Gunupur College, Gunupur

Gunupur College

Gunupur-766 022

Dist: Rayagada