

## MILAGARES COLLEGE KALLIANPUR

### **4.4.2: Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The college has systematic mechanism for maintenance of physical, academic and support facilities. The physical facilities are maintained and monitored by the Public Relations Officer. Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies; some are maintained by external agencies on demand as per the need and the others are maintained by the faculty members of the institution and skilled staff appointed by the management.

Adequate laboratory facilities exist for carrying out all the experiments as per curriculum. The college has Physics, Chemistry, Mathematics and Computer Application departments with laboratory facilities. Every laboratory has lab-attendant for its proper maintenance. Laboratory equipment's, gas connection, etc are checked regularly by the staff of the concerned departments. All the laboratories maintain a stock register for keeping a list of chemicals, glassware, electronic equipment's and any other instruments used. The laboratory equipment's are maintained at the departmental level by the staff.

Library Advisory Committee looks after the optimum functioning and improvement of services. The books in the library are stamped and then shelved for easy access. System Admin regularly take care of computer maintenance in labs and involved from time to time to supervise internet connectivity.

Sports Committee is constituted to handle the matters related to sports and games like organizing, planning and executing the conduct of competitions and sports meets. Purchase orders are placed to competent suppliers for the supply of required sports articles. Cutting, cleaning and maintenance of ground is regularly taken care. First aid kits are always available in any emergency.

There are adequate dustbins available with colour distinction for the segregation of biodegradable and non-degradable waste throughout the campus.

- The maintenance and cleaning of the campus and its infrastructure which includes the outdoor stadium, sports ground etc are done by four non-teaching staff who are

specially appointed for the purpose.

- In certain cases the college gives the maintenance contract to local experts. D'Souza Electricals takes care of Electrical and Plumbing related maintenance.
- There are five water coolers with filters that are cleaned periodically.
- The college offers intercom facility that is maintained by the system admin.
- The College garden is maintained by the gardener who is responsible for maintaining the greenery of the College Campus.
- Sanitary Napkins Incinerators have been installed in the Ladies Restroom and Women's Hostel.