

Lab Maintenance : At the end of each semester, list of equipments for servicing is collected by the concerned lab staff. A communication is sent to the respective companies and their consent is taken for servicing the equipments. The companies give estimates regarding the amount for equipments. This estimate is submitted for the approval of the department HOD and Principal. Thereafter sent to the Management for final approval and the amount is settled with the company after servicing. Certain other equipments are under regular AMC.

Library: Book Purchase Procedure: Librarian collects the list of books required by each department through the HODs during the beginning of each semester and submits it for the approval of the Principal. On approval, at least 3 quotations are invited from leading book suppliers and librarian prepares a comparative statement duly signed by Librarian and Principal is sent to the management for approval. For any immediate requirement of the books and journals in any department, the librarian is authorized to do the same with the sanction of HODs and Principal.

Maintenance of books: The damaged books are maintained by binding at the end of each semester. **Stock Verification:** Annual stock verification is done by an external auditor and report is presented before the Library Advisory Committee, weeding out of missing books will be done after the approval by Principal on the recommendation of the said Committee.

Sports Complex: The Department of Physical Education provides facilities for maintaining physical fitness and well-being of students. Regular maintenance is done to the nonperishable infrastructure like, cutting and trimming the grass on the ground, cleaning of the indoor stadium, painting of the steel structures etc. Perishable items like, balls, bats and guards are purchased every year by inviting 3 quotations and a comparative statement is submitted to the Principal who scrutinizes and transmits it to the Management Purchase Committee for final disposal . Stock and an issue registers are maintained in the department, perishables are written off after due stock verification by internal auditor. Awards, Trophies and Certificates are issued to the individuals teams after the completion of the events and published in the annual college magazine.

COMPUTER MAINTENANCE The computer maintenance section provides facilities for maintaining and repairing computers. According to the requirement of each department, quotations are sought from computer vendors, quotations with the lowest price and after sale



service are accepted. Most vendors offer warranties and provide warranty assistance to their devices. There is no outsourcing of AMC for computers in our college. The maintenance of computers and related components without warranty assistance is done in-house. Regular computer maintenance for each department is done by maintenance section. A stock register is maintained for laptops, desktops and related accessories by System Administrator and Break-down Register is maintained department-wise.

Classrooms: Due care is given for, Proper upkeep of the building, lawns and surroundings, furniture repairs, Electrical and sanitary fittings, road, water tank and other services like security and safety requirements.

Dr. Preethi Thekkath
4/12/2022

Prof. Dr. Preethi Thekkath

Principal

