

## **Procedures and Policies for Maintenance**

- The maintenance and upkeep starts at departmental level.
- After identification of the area of the need is communicated to the principal
- The matter is placed before the equipment committee
- The committee prioritized the work basing on the availability of funds
- Whenever the external financial assistance is available the committee meets and makes detailed plans of the work to be taken up
- For the regular maintenance and upkeep, the amount is met from the special fees and with the support of the management
- The inter-departmental annual verification committee verifies the defective equipment/instrument and are brought to the departments' notice and further communicated to the principal for getting the equipment/instrument repaired
- The sensitive equipment in the laboratories are provided with stabilizers / regulators
- The college has a overhead tank with good intake capacity and RO plant for providing drinking water.
- Since the institution has generator facility, the emergencies arising out of power failure can be handled smoothly

