

Maintenance of Academic Infrastructure

2019-20

Library: Library caters to the academic and co-curricular needs of the students and staff. Library helps its users to locate, select and acquire information needed towards any academic end. Staff Members and Students can access the Library facilities and can borrow books, Magazines, periodicals, and other materials as per the rules for each category. Annual Stock taking of Library books has been conducted.

Laboratory: The maintenance of the laboratory is managed by the Laboratory Assistant under the supervision of the HOD. They are required to maintain an inventory of the equipment and carry out Annual Stock checking and withdrawal/Scrap. Repairs and maintenance are handled as per the common policy of the college.

General Maintenance: The office maintains register(s) to record the complaints related to AC, furniture, fixtures, plumbing, electrical work etc. Depending upon the nature of the complaints, the majority of them are resolved by the PWD. If required, the experts from outside agencies are called. Annual Maintenance Contracts are signed for AC, Water Purification and Coolers. Some software, computers and printers are also under Annual Maintenance Contract.

IT Infrastructure: Each year, the IT support staffs have to carry out preventive maintenance (such as servicing, cleaning, formatting, updating antivirus software etc) of the IT equipment. Uses of common LCD's/Laptops for lectures are recorded in log book.

Sports ground is common for all departments under the KGC umbrella. Students are not allowed to use indoor sports facility while his/her lectures or practical sessions are in progress. Indoor sports facilities are not provided during the examination period. The Gymnasium is closed one week prior to the semester end examination.

The Annual Athletic Meet was held on 25.02.2020 this academic session. Students, teachers and non-teaching staff of the college participated in it.