

EXPENDITURE MADE ON INFRASTRUCTURE MAINTENANCE (PHYSICAL & ACEDOMIC FACILITIES)

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

4.4.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs). For Maintenance Policy and procedure details please see Annexure 4.4.1. (a)

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number	54.16	46.83	85.81	77.45	142.12

Percentage=

$$\text{Percentage (\%)} = 406.88/1252.96 \times 100 = 32.43\%$$

Annexure 4.4.1(a): There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

D.P.G. Degree college provides well established and exclusive maintenance team in various areas to keep building infrastructure intact keeping in mind the newness required in the field of teaching, learning and research programs. Institute ensures regular maintenance of facilities such as classrooms, library, computers & ICT, labs equipment's, sports ground, auditorium, R.O machine etc.

Maintenance of Physical facilities in college:

Physical facilities of institute are maintained by a team of competent and highly experienced people which are specialized & experienced in their respective working areas. Also, we have team of electricians, plumbers and maintenance squad which is residing in college campus to ensure uninterrupted and regular services. Dedicated and experienced team of 04 members is responsible for the uninterrupted power supply and maintenance of equipment's such as generator sets, general lighting, power distribution system, solar panels R.O. Machine etc. Maintenance of water distribution system, sewage and gardening and cleanliness is maintained by support staff of people which are working in college on regular and permanent

grounds. Any complained or query in taken care by Infrastructure and maintenance committee comprises of around 06 staff members.

Supervisors with a team of enough members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff and student's amenity areas, cafeteria. Housekeeping services are outsourced on annual contract and are made available during from 8 AM to 5 PM i.e. during day timing.

Maintenance of Labs Classrooms and furniture of college:

At D.P.G. classrooms and its entire furniture, all teaching aids (green board as well as smart classrooms) and laboratories equipment's and glassware's are maintained by respective department staff members and lab technicians and all which is further supervised by respective Head of the Department. Annually S.T.B. (stock taking board) is held which ensures exact presence of various equipment's and other lab records and discrepancy is noted. Department heads as well members of building maintenance committee report to the administration and authorities regarding all kind of maintenance work need to be done or requirement of replacement of furniture or any other related material associated. Urgent repairs or replacements are made on priority basis. Class in-charges along with student counsellors of a particular class ensures the furniture and other teaching aids to remain intact and used efficiently and also switching off of electric devices when not required is ensured.

Utilization and Maintenance of Auditorium and Seminar Halls:

Proper maintenance and required replacement are responsibility of maintenance personnel deputed in college campus along with team of plumber and electricians. Wise and effective usage of Library, Seminar Halls and Auditorium is ensured for organizing departmental meetings, seminars and conferences of both National & International standards, guest lectures etc. Whichever department or its member is using seminar halls and Auditorium need to take prior permission and will take responsibility for the usage of equipment's and furniture following the hierarchy system.

Cleanliness part is well taken care of by supervisor and its team members.

Maintenance of ICT and Computer Labs Facilities:

Computers and other ICT devices available for staff and students are maintained by staff of computer sciences department which is further looked after by IT system coordinator and its team members. It includes latest software installation as per requirement, firewall and antivirus upgradation, replacement of faculty computer accessories such as key boards, mouse, hard drives etc .Also internet facility and Wi-Fi is sole responsibility of well-established Computer Centre and its dedicated team members. All processing took place in the following sequential order:

- Issues related to computers, ICT devices, servers, Printers, networking and security of Systems are forwarded to Computer Centre Team
- Problem will be identified and attended by System admin expert
- All issues related will be rectified
- Satisfactory work completion will be ensured.

Maintenance of College Ground, Sports and Games Facilities:

Sports ground and various courts such as Volley Ball, Badminton, Lawn tennis, Street Football, Cricket Pitches and its boundary ground, Athletic area, Gymnasium & Yoga center, Indoor Games as Table Tennis, chess, Carom etc. are maintained and supervised by faculty of physical education and sports instructors. Ground maintenance and levelling is usually done during vacations and also thorough maintenance is made on quarterly basis.

Library:

- Library Committee comprises of 6 staff members and 3 Head Librarians for all 3 available libraries.
- Daily maintenance task includes daily dusting of books and issuing/returning library books.
- Twice in a year all library committee members and library staff conduct stock verification which involves books counting and matching records with already existing figure.
- Annual pesticide spraying is done to keep library book racks intact from pests.

Hostel Mess and College Canteen/Cafeteria:

- Food and other eatables prepared in canteen are under the expert supervision of main chef.
- Food served is freshly prepared and hygiene is maintained by the workers who has been instructed to wear apron, gloves etc.
- Everyday canteen is properly cleaned and pest control is made once in every two months.
- With motto of anti-plastic drive library staff is determined to minimize the usage of plastic in canteen and uses stainless steel plates and other crockery.
- Surprise inspection is made by canteen committee comprises of 03 staff members to ensure hygiene and fresh preparation of food with good quality.
- College mess and canteen are run under the license issued by Food Safety and Standards Authority of India (FSSAI)

Maintenance of College Cleanliness and Beautification:

Complete cleaning of college campus areas including building blocks is performed daily before time of commencement of classes and after completion of same with dedicated outsourced housekeeping staff under expert guidance of supervisor. Housekeeping supervisor will report on daily basis to building maintenance and cleanliness committee after completion of daily work. Faculty team members from various departments are responsible for looking after renovating ideas for campus beautification and bringing them to building maintenance committee which is further brought into notification of higher authorities and after approval work is ensured. Following procedure is followed:

- Campus Cleanliness is done responsibly by outsourced housekeeping staff under expert supervision of Supervisor
- Housekeeping staff carries out complete work in entire college campus and which is further checked and verified by supervisor and completion of work is ensured.

Annual Stock Taking Board:

Stock taking board will ensure annual checking of furniture, lab equipment's and chemicals, stationary items, sports items and other important assets is made by department staff members deputed by HOD's and Dean Academics which is further submitted to authorities to take necessary action if it is required.