

#### 4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms etc.

- ACOE has Maintenance Committee that oversees the maintenance of buildings, classrooms and laboratories. The Maintenance committee along with the Administrative Officer who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Administrative Officer and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc. The Administrative Officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness greenery and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staff rooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained by SafaiWala. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by a full time gardeners and supporting staff. Suitable technical staff is appointed on contract basis to do the maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, ACOE have trained in-house maintenance staff to rectify minor problems/maintenance. Maintenance of physical infrastructure is monitored by building supervisor and supervised by Administrative Officer. Any issues/complaints related to maintenance of infrastructure will be registered and the building supervisor will assign the work to the concerned and ensures that it will be resolved.
- Under the supervision of the system administrator hardware technicians and programmers maintain the ACOE computers, network issues, accessories and required software installations. Programmers are responsible to maintain the computer lab usage and it is maintained using a Log register. Programmers are trained to handle Software related issues and hardware related issues will be handled by hardware technician under the guidance of System Administrator.
- The campus is monitored through Surveillance Cameras and skilled staff members will be monitoring these Cameras 24X7 and maintenance of the cameras will be maintained by the same.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. Supervisor looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping. Housekeeping services are regularly executed and monitored.

- There is regular stock verification process carried out by the library. It also leads to the cleaning of books and this increase life span of books. The damaged books list is prepared and sent for binding.
- The sports facilities are maintained by Physical Education department. A stock register and an issue register are maintained to ensure the proper handling of the sports items. Regular maintenance of the play area is conducted under the supervision of sports coordinator.