

MAINTENANCE POLICY

HOUSE KEEPING

- The House Keeping of the college will be monitored under the Campus Supervisor with the guidance of College Administrative Officer.
- The Supervisor and the team will be in-charge of keeping the campus neat and clean
- The Supervisor and team should be liable to the college.
- The Supervisor and team should not mishandle the college property
- The Supervisor should follow the instruction given by the Principal with regard to arrangement of college programmes and activities
- The Supervisor should coordinate with department, coordinators and faculty members with regard to day-to-day activities of the college and also arrange necessary requirements for the functions.
- The supervisor should assign duties to the sub-staff related to class room cleanliness and bath rooms
- All students and staff washroom must be cleaned adequately as per the time schedule given by the administrative officer
- All the material purchase plan/list should be prepared by the Supervisor and the same to be submitted in the college office.
- The sub-staff or the Supervisor should use any kind abusive words towards the faculty. If such complaints are received immediate action will be taken against the respective persons without enquiry.
- No staff should receive any kind of gifts or money from the student's end.
- All the sub-staff should maintain cordial relationship with all the faculty members and also the oblige to the duties assigned by the faculty or Head of the departments related to academics.

ELECTRICIAN AND PLUMBER

- The Electrician of the college must report to the Principal and the College Administrative Officer.
- He should arrange all the electrical requirements needed for functions.
- He should attend to the faults immediately without delay and also monthly once Regular Maintenance Report should be submitted to the Administrative office and to the Principal.
- Any purchase of material should be informed to the Administrative Officer and the Secretary and Correspondent with the knowledge of the Principal.
- The Electrician should Prepare a budget for the expenses once every year.
- The Electrician should coordinate with Annual Maintenance team whenever they visit the college campus.
- He should be liable and careful in handling college equipment's.
- The Electrician must ensure a cordial relationship with all the members of the college.
- He should be ready to do all kinds of work without any hesitation.