

#### 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities

The Campus and the physical infrastructure is looked after by the Estate Officer under the guidance of the Principal. The Estate Officer is responsible for the overall maintenance and upkeep of the College and its infrastructure. The repairs, constructions, painting and other works are looked after by the Estate Office. There is an Electrician and a plumber to attend to immediate complaints. Department of Computer Science takes the responsibility of maintaining the computer facility of the entire college. Occasional repair of the lab equipments and other units is outsourced.

The staff members can list out the complaints/requests/suggestions about repairs and maintenance through the HoDs'. The students can do so through the SWC. The complaints/suggestions regarding the repair and maintenance are received by the Estate Officer. The Estate Officer immediately attends to them.

The maintenance of the computers, softwares, ICT materials, computer accessories and allied infrastructure are looked after by the Computer Science Department. Any request regarding the computer equipments will be immediately attended by the System Admin and Programmers.

The Library resources are looked after by the Librarian. The Librarian takes suggestions from the Library Advisory Committee. The matters regarding the physical infrastructure will be referred to the Estate Office and the matters regarding the computer equipments and softwares are referred to the Dept. of Computer Science. The library automation software is maintained by EASYLIB™ under the AMC.

The MIS Software at the College office ROBOVIDYA™ is maintained by Robosoft Technologies, Udupi. The matters regarding this software are directly addressed to them.

The Sports Complex is maintained by the Dept. of Physical Education with assistance from Estate Officer. The Chemistry lab equipments are repaired and maintained by EQUIPTRONICS as per the AMC.