

Procedures and Polices to maintain infrastructure

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities. SGGSCCE ensures regular maintenance and upkeep of all infrastructural facilities through complaints registering redressal system. The maintenance work is carried out by trained and experienced in house experts as well as outsourced to appropriate outside agencies. Institute makes budgetary provisions under different heads for maintaining and utilizing the campus infrastructure facilities. Institute development committee assigns enough funds for maintenance and repairing. The allocated funds are utilized under the observation of various monitoring committees such as the purchase committee, repair, and maintenance committee etc. of the college.

To maintain and upkeep the infrastructure and equipment, following activities are undertaken by the college:-

There is Stock Maintenance Committee which maintains the stock register by physically verifying the items around the year. Regular maintenance of Computer Laboratory equipment is done. Up-gradation of the computer systems is generally done on a need basis. To fulfill the emergency demands, individual system up-gradation is carried out keeping in mind the need for an update, deployment, and maintenance of the computers in the institution. Overall development of campus is done by Campus Development and Cleanliness Committee of the college. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is also done. College campus maintenance is monitored through regular inspection. The maintenance and cleanliness of the environment in the college is done through committee. Outsourcing is done for the maintenance of wooden, furniture, electrification, plumbing, water cooler and water purifier.

The maintenance of the reading room and stock verification of library books is done regularly by library staff. The time-table committee of the college explores the possibilities of optimal use of the space and time. Biblosoft Library Management Software system eases the search for relevant books and issue and return of books.

Available Infrastructure Facilities

S.No.	Description
1	Principal's Office
2	Administrative Office
	Staff Room
3	10 Classrooms
4	Science Resource Centre
5	Psychology Resource Centre
6	Art & Craft Resource Centre
7	Language Resource Centre
8	ICT Resource Centre

9	Teaching Aid Museum
10	Health and Physical Education Resource Centre
11	Research Resource Center
12	Guidance and Counseling Cell
13	IQAC Resource Center
14	Women and Grievance Cell
15	Educational Technology Resource Center
16	Music Resource Center
17	Girl's Common Room
18	Library-Cum-Reading Room
19	Separate Toilet Facility for Boys and Girls
20	2 Store Rooms

21	Canteen
	ADDITIONAL INFRASTRUCTURE FACILITIES
22	Parking Space
23	Multi Purpose Play Field
24	Safeguard against fire hazard
25	Residential Quarter
26	Water cooler (Drinking Water R.O.)