

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 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. 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.