

The Institution primarily focuses on optimal utilization of physical, academic and support facilities and has established systems and procedures for maintaining them. It is being done by the following committees:

1. Stock verification Committee
2. Library committee
3. Sports Committee
4. Purchase Committee

These committees verify the equipment or facilities with stock register and suggest any kind of suggestions to improve the facilities and submit a report to the Principal for necessary action.

1. Laboratories: All the staff of Science Departments ensure the proper and optimum utilization of the equipment in their respective laboratories. Each lab has support staff like Lab Assistant, and other subordinate staff who maintain laboratories under the supervision of the in-charge of the department. The request for the purchase of new equipment required is resolved by the departments in their departmental meetings and indent is sent to the principal who refers it to the Purchase Committee which adopts transparent procedure in the purchase of equipment. All the purchases made are entered in the stock register of the respective lab which is checked annually by the Stock Verification Committee

2. The maintenance of IT infrastructure like updating the software, removal of virus, networking and internet connectivity issues in the college are done under the supervision of the Department of Computer science. Regular servicing of computer systems is done by the services of outsourced technicians.

3. The new books, magazines and journals for the library are purchased by the Library Committee on the recommendation of the Lecturers in Charges of the Departments. Pest control of library books and records, book binding of old books is done periodically.

4. The Physical Director and members of the Sport Committee maintain the gym and other sports Infrastructure and equipment on the campus. 5. The minor repairs of the existing furniture and purchases are done by the Purchase Committee in coordination with the office staff. under the supervision of the Principal. 6.

The maintenance of other infrastructural facilities like RO water plant, campus cleaning, upkeep of generators AVCs washrooms, electrical and plumbing works are done by the support staff under the supervision of the Office Staff.

7. The Campus is kept clean by the contingent staff of various departments. The classrooms are kept tidy by the Sweepers assigned to the different wings

8. Department of Botany and NCC Cadets NSS units of the college look after the plantation and maintain the greenery in college campus regularly.



Principal-in-Charge,
The Adani Arts & Science College
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