



DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE

(Autonomous)

College with Potential for Excellence, Linguistic Minority Institution

Affiliated to University of Madras

Arumbakkam, Chennai – 600 106

INSTITUTIONAL POLICIES AND PROCEDURES FOR MAINTAINING ASSETS

The college has an impressive infrastructure which includes well-equipped laboratories, an adequately-stocked general library and subject-specific department libraries; state-of-the art sports complexes, updated computers and well-maintained classrooms.

These are routinely maintained well with the help of a committed and dedicated team of staff who work solely for the upkeep of these facilities in the college. At the beginning of each academic session, the departments who manage these facilities make an assessment of the requirement and the same is proposed to the management so that the existing systems can be updated, upgraded, items replenished or replaced. This ensures that all the facilities are maintained in excellent condition and do not lag behind for want of technological/physical upgrades.

The college has in-house technical teams who troubleshoot whenever there are issues/repairs/replacements in the workings of the computer systems, both hardware and software. The college also has AMC for maintenance of air conditioners, water coolers and other appliances which ensures their smooth functioning. Laboratories maintain logbooks which helps keep track of the users of the amenities. Records are maintained for procurement and consumption of lab items, non-consumable items and their repairs / maintenance and audited every year as per rules. Every item for lab as well books are bought only through college office and all records are audited. Laboratories function efficiently with the help of lab assistants who take care of stocks and maintenance.

The library has an efficient librarian and a team of assistants who meticulously keep digital records books and reference material, borrowed books and logbooks to keep track of visitors to the library.

The sports complexes and grounds are maintained well and are always ready for use. Sports equipment is carefully maintained with records of purchase and usage.

The overall cleaning and maintenance of the institution is taken care of by specialized facility management services with whom the college has entered into contracts. There are other support staffs as well who are employed for cleaning the campus. This facility management staffs ensures that the campus including all the facilities and classrooms are swept and mopped regularly and keep in pristine condition at all times. The classrooms are kept well with regular cleaning of the physical spaces and the maintenance of the electric and electronic fixtures. The college also has dedicated plumbers and electricians who fix electric and plumbing related issues instantly.