



☎ 06753 - 252234(O)

252235(R)

Fax- 06753 - 253480

**OFFICE OF THE PRINCIPAL  
NAYAGARH (AUTONOMOUS) COLLEGE**

**NAYAGARH-752069**

Website-www.ngrautocol.ac.in

E-mail – ngrautcol@yahoo.co.in

**Maintenance Procedure**

Repair and maintenance of Laboratory, library, sports complex, computer, and class rooms are continuous process and separate budgetary provisions are sanctioned in every academic year. Further the college has well defined procedures for new construction; repairing and maintenance activities to ensure time bound maintenance work.

The college has established systems and procedures for maintaining and physical facilities as follows:

1. All the physical, academic and support facilities are maintained through various committees such as Purchase and financial committee, library committee, construction committee, campus development beautification and botanical development committee etc.
2. At the beginning of every academic year steps are taken for proper lighting, electrification, new furniture requirements in classrooms, colouring of the classroom by their respected committee.
3. Library committee is functional and taking care of maintenance of reading rooms, upgrading the automation process, procurement of new books, journals, periodicals, and some rare books.
4. The Athletic club of the college, have taken the responsibility for the creation and maintenance of sports facilities inside the campus for the students as well as the faculties.
5. The different software systems in the different sections of the college, are regularly upgraded by Mahavir Computers, Nayagarh and supervised by Computer maintenance committee of the college.
6. The up gradation and maintenance of the different laboratories are done by the respective departments in collaboration with construction and purchase committee.
7. The college is also getting support from Nayagarh NAC for the cleanliness of the campus especially solid waste management.
8. Separate professionals are appointed for regular cleaning, electrical, plumbing and toilet maintenance of the campus like Sweeper, Gardener, plumber, electrician, carpenter etc.

*C. V. Reddy*

**PRINCIPAL  
NAYAGARH (AUTONOMOUS) COLLEGE  
NAYAGARH**