

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc**

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees (like college development committee, purchase committee, library advisory committee, cleanliness drinking water committee) constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.

### **Laboratory :**

- Record is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:
- The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises and supervised by HODs of the concerned departments.
- There is a systematic disposal of waste of all types such as bio-degradable chemical/chemical and e waste.
- Fire extinguishers are installed for emergency.

### **Library:**

- The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the principal.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- The proper account of visitors 'students and staff' on daily basis is maintained.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out /resolved by the library committee.
- Fire extinguishers are installed for emergency.

### **Sports:**

- College has indoor and Outdoor Games facilities.
- Regarding the maintenance of volleyball court/ basket ball court on the college, sports in-charge consult coaches. In their guidance teams are selected for different intercollegiate events.

### **Computers:**

- Computer maintenance through AMC is done regularly and 4 non repairable systems are disposed off.

### **Classrooms:**

- The college has building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the principal regarding classroom, furniture and other.
- The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments.
- With the help of two full time sweepers cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner.
- A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame.
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.
- There are technicians, plumbers, carpenters deputed by office who ensure the maintenance of classrooms and related infrastructure.