

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college holds regular meetings of the various committees formed for this purpose and uses the grants received by the college as per the requirements in the interest of students to ensure the best allocation and utilisation of the financial resources available for maintenance and upkeep of various facilities.

Physical Facilities:

The college has an auditorium, a multipurpose hall, a canteen, parking, an internal quality assurance cell, a public address system, electric equipment, toilets, water coolers, fire extinguishers, a power generator, and a solar system.

Procedures and policies for utilization and Maintenance of Physical Facilities:

All students, faculty members, and staff have access to the facilities.

The college's maintenance cell is responsible for maintaining the water system, public restrooms, and existing buildings. The Institution does routine water tank cleaning, correct trash disposal, pest control, landscaping, and lawn upkeep.

Outsourcing is used to perform maintenance on things like water purifiers, electrical equipment, CCTV cameras, fire extinguishers, power plants, and PA systems and ICT equipments & labs.

The plumbers, electricians and carpenter are hired for maintenance of electric jobs and maintenance of furniture through tendering. There is also a building maintenance committee which looks after the proper maintenance of the building Garden, front and back lawns are maintained by gardeners. Sports ground at the back of building is looked after by grounds men.

Academic and Support Facilities:

Included in this list are classrooms, laboratories, libraries, seminar rooms, cabins for department heads, staff rooms, sports facilities, hostel, canteen, health centre, placement cell, transportation, playgrounds, indoor sports facilities, computers, LCD projectors, and other technological tools.

Procedures and policies for utilization and Maintenance of Academic and Support Facilities:

a. Laboratory:

Laboratory access is free for all undergraduate students at our college to use for their normal practical work and project work. The identities of students using the instruments are entered in a "Instrument Use Registration" that is kept in the lab. Staff members in laboratories receive training on equipment maintenance, laboratory cleanliness, and the proper disposal of dangerous chemicals.

b. Library:

The library has a "Library Advisory Committee" made up of department heads and senior faculty. The committee meets once a year to review financial provisions for the acquisition of new books based on a list provided by the faculty members who teach the various disciplines as well as input from the students. The library committee makes decisions about the maintenance of library equipment, verification, write-offs, and book purchases.

- The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
- Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- 3. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- 4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

c. Class rooms:

Classrooms are equipped and furnished with wooden and steel benches, class boards and LCD projectors. House Keeping Services are taken care by the Sweeper and Cleaning Staff.

d. Computers:

The college has a good number of computers used in administrative and academics purposes. Annual Maintenance Contract is made with local vendors for efficient maintenance of the computers and upgrades.

Similarly college Wi-Fi is looked after by the vendor supplying Internet to the campus.

e. Sports complex (indoor and outdoor):

For outdoor sporting events, the College features a standard field with volley ball court. The college includes an indoor arena for sports including badminton and table tennis. The College's sports committee is in charge of the facilities and equipment for the various sports. The committee is in charge of the Grade IV personnel and groundskeepers who are responsible for upkeep and repairs. For competitions and talent shows, the students are split up into groups.

Additional Points

1. There is a lab instructor in every department, who maintains the stock register by physically verifying the items round the year.
2. Department wise annual stock verification is done by concerned Head of the Department.
3. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge.
4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
5. College campus maintenance is monitored through regular inspection.
6. Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee.
7. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
8. Updating of software's is done by lab assistants.
9. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
10. Regular maintenance of the water cooler and water purifier is done regularly.
11. The maintenance of the reading room and stock verification of library books is done regularly by library staff.