

## **POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS**

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)

1. The college ensures optimal allocation and utilization of the available financial resources for maintenance and maintenance of various facilities by holding regular meetings of assorted committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students.
2. **Laboratory:** Record of maintenance account is maintained by lab technicians, Lab Incharge and supervised by HODs of the concerned departments.

### **3. Maintenance of laboratories are as follows: -**

The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

### **4. Library: -**

1. 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.
2. 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 semester examination.
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.

5. **Sports: -**

The sports equipments, fitness equipments, ground and various courts are supervised and maintained by the Physical Director. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months. Gymnasium and playgrounds are maintained by the staff of the Department of Physical Education.

6. **Computers: -**

1. Centralized computer laboratory established to enrich the students.
2. Campus technology ERP software is used for maintaining faculty and students details.
3. Each Department having appropriate computers for their requirements.
4. Internet and WIFI Enabled campus.
5. Open access journals facilities are available.

7. **Classrooms: -**

1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.
2. Administrative officers will take in charge for student's academic requirements.
3. Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department.
4. Minor repairs are registered in a ledger maintained in the office and are attended on priority basis. Staffs of respective department monitor effective utilization of the laboratories.
5. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture.

**8. Additionally: -**

- Department wise annual stock verification is done by concerned Head of the Department.
- The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. who maintains the stock register by physically verifying the items round the year
- Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Concern Employees.
- College campus maintenance is monitored through regular inspection.
- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
- Updating of software's is done by lab assistants.
- Regular maintenance of the water cooler and water purifier is done regularly.
  
- The maintenance of the reading room and stock verification of library books is done regularly by library staff.

9. **Day to Day Emergency Maintenance:** Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Engineer and his team members.

10. **Maintenance of Campus Cleanliness:** Cleaning of the campus areas including the academic and administrative buildings is performed daily in the morning before the regular classes begin with the help of the outsourced housekeeping team. Toilets are cleaned thrice every day.