

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS etc. 2018-19

The Policy and the Procedure for maintaining and utilizing Physical academic and the support facilities 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 constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

Laboratories - Record of maintenance of instruments and equipment is maintained by lab technicians and supervised by HODs of the concerned departments.

- The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.
- The instruments and equipment used for experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments.
- stock entries are updated annually

Library - The requirement and list of books is taken from the concerned departments HoDs. The finalized list is duly approved by the Principal. The Library Advisory Committee meets periodically to review the needs of the library.

- The Library has special facility for visually challenged students as the library provides special software for their reading purposes.
- 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.

Computers - Computer maintenance is done regularly by the college staff and non-repairable systems are disposed of. Software and Hardware are periodically reviewed and upgraded as per requirement. The ICT Smart Class Rooms and the related systems are maintained with the corresponding service provider. The College website is maintained and updated regularly by the computer science department in association with Godaddy.

The College has a 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 equipment.

Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the cleaning services employed on contract. Contingent lab attenders and sweepers ensure the maintenance of classrooms and related infrastructure.

Sports Facilities: The College has its own sports ground that is maintained and upgraded regularly with the help of ground staff.