

**4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 1000 words.**

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc. in the institute. The maintenance of physical, academic and support facilities are carried out under the guidance of Principal, Vice- Principal (Administration) by the respective departments with the help of Supporting staff on daily basis and periodically. The utmost care has been taken to keep the equipment, machine, furniture etc. in working condition.

In case of breakdowns, standard procedure is followed to bring the equipment/machine/furniture in working condition. There are various committees like Library, Sports, Website Development and Infra structural Maintenance etc. to ensure proper maintenance of the physical facilities and Housekeeping. These committees meet regularly to monitor the optimum use of infrastructure, which is accessible to the students and staff of the college.

✓ **Laboratories:**

- Each laboratory has a Faculty member as lab- in- charge assisted by a Programmer.
- Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipment from time to time to cope with change in the syllabus.
- Stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipment etc.
- Preventive maintenance and performance monitoring is carried out.
- Every Lab programmer keeps the record of utilization of equipment, computers and other required material for experiments.
- Lab Assistants under the supervision of the Head, Dept. of Computer Science, maintain the efficiency of the college computers and accessories.

✓ **Library:**

- Librarian with supporting staff has been appointed to maintain the library.
- They focus on the availability and utilization of instructional material in teaching and learning process.
- At end of the Academic year, stock verification is done.
- Librarian will prepare the report on the same and utilization of books by the students and staff.

- Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments.
- The departments of the college have a good stock of texts and references in their departmental libraries.
- For enriching of the library, the committee procures some good publications from national and international publishers.
- The library is fully digitized and is open even after class hours.
- It has computers with internet facility.
- A regular update on new additions is provided by the library.
- 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.
- To ensure return of books, 'no dues' from the library is mandatory for students before issuing the Transfer Certificate.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

✓ **Sports room:**

- Physical Director of the institute looks after the sports facilities and the activities.
- The sports equipment is issued to the students as per the schedule of the events, for regular practice.
- If any equipment gets faulty, the Physical director submits a proposal for maintenance.
- Preventive maintenance measures are taken in time.
- The Physical director is responsible for keeping the record of utilization of Sport facilities, activities held, and awards for the students etc.

✓ **Classrooms:**

- Adequate Supporting staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment.
- Classrooms, Faculty rooms, Auditorium, Seminar halls and Laboratories, are cleaned and maintained regularly by supporting staff assigned at each floor.
- Dustbins are placed in every classroom.
- A Scavenger is appointed to clean and maintain the wash rooms and rest rooms.

- Regular cleaning of water tanks, proper garbage disposal is done by the supporting staff.
- The Green Cover of the campus is well maintained by a gardener.
- NSS also takes an active part in keeping the campus clean and green.
- The Eco Club looks over the overall beautification of the college.
- After the admission process in every semester, it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found.
- The Maintenance committee is apprised of the requirements. It makes the purchases after approval from the Principal.
- The preview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers.
- Parking facility is well organized. It is efficiently maintained by the supporting staff
- The campus maintenance is monitored through surveillance Cameras.
- Proper inspection is done and verification of stock takes place at the end of every year.
- Periodic reporting on requirements of repairs and maintenance are submitted by the Infra Structural Maintenance team to the Administrative office. The requirements are collectively processed in every semester break, so as to keep things ready for the new semester.
- Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers.
- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.

  
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