

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.

Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities

Regular meetings of various constituted committees are held to plan the use of grants received, as per the requirements from time to time. The college ensures optimum allocation and utilization of available and generated resources for the upkeep and maintenance of various facilities.

Library

- A library budget is granted to all departments every academic session.
- The HODs submit the requirements of books which are duly approved by the Principal. The Library Committee meets periodically to review the needs of the library.
- 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.
- Departmental libraries are open for PG and PhD students of the department. Except for the reference books, other books can be issued by the students for a span of 15 days and a proper record of the same is maintained.

Laboratories

- Departments having laboratories maintains indexed stock registers for chemicals, glassware & instruments. Person in charge enters each new item in the stock register, which includes the name of each item, name of the company, bill number, price, quantity, etc. At the end of each session departments undergoes stock verification for both chemicals and instruments, which helps to run the laboratory very smoothly. Some department maintains issue slips while issuing chemicals and glassware to each laboratory others maintain a separate register. A Central Stock verification committee supervises the process overall.

A 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 vendors.
- 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
- There is systematic disposal of waste of all types such as bio-degradable /chemical or e-waste.

Classrooms

- 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 necessities. 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 staff. There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

Computers

- Computer maintenance through AMC is done regularly by the college staff and non-repairable systems are disposed off. Software and Hardware are periodically reviewed and upgraded as per requirement. The ICT Smart Class Rooms and the related systems are maintained with AMC of the corresponding service providers. The College website is maintained and updated regularly through AMC.

Sports Facilities

- The College has its own sports ground that is maintained and upgraded regularly with the help of ground staff and other agencies. The Basket Ball Court, Tennis Court, Gymnasium and Indoor facility is maintained by the ground staff.