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)

The college ensures optimal allocation and utilization of the available financial recourses 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.

• Laboratory: Record of maintenance account is maintained by lab technicians, Lab-in-charge and supervised by HODs of the concerned departments.

• 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.

• 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 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.

5. LIBSYS software is used in Library.

- Sports: - Physical Director will maintain the sports equipment regularly.

- Computers: -

1. Centralized computer laboratory established to enrich the students.

2. ERP software is used for maintaining faculty and students details.

3. Each Department having appropriate computer for their requirements.

4. Internet and WIFI Enabled campus.

5. Open access journals facilities are available.

- 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.

- Additionally: -

1. There is lab instructors 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 in-charge.

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. The institution has a dedicated hard ware team headed by HOD CSE to oversee the procurement, maintenance, repairs and replacement of equipment like computers, laptops, projectors and others in the domain area of information technology across the institution.

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. The maintenance of the reading room and stock verification