

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

The college has certain systems and procedures for maintaining and utilizing physical, academic and support facilities. The academic facilities are classrooms, laboratories, library and computers.

Maintenance of Classrooms, Furniture and Laboratories

The furniture and teaching aids in all the classrooms and laboratories are looked after by the respective teachers in charge. These teachers monitor the maintenance work periodically in their respective classrooms. In case of any minor repair work, the same is registered in the complaint register which is maintained in the office and these complaints are attended on priority basis. Staff members of respective departments also monitor the effective utilization of the laboratories. Classroom and Laboratory facilities are optimally used. Seminar halls are effectively used for organizing academic meetings, seminars, conferences and cultural events. The cleanliness of the entire college campus is taken care of by the housekeeping staff.

Maintenance of Physical Facilities

The maintenance of physical facilities of the college is entrusted to a committee which comprises of the Principal, Head Clerk, Architect, Civil Engineer and an Electrician. This Committee regularly monitors the maintenance of the physical facilities. The services of the plumbers, electricians, computer technician are available on call basis. This ensures smooth and efficient functioning and maintenance of equipment, sewage and drainage systems.

Maintenance of Electronics and Instruments

The maintenance of electronic equipment and other instruments is outsourced. As soon as the complaint is registered for nonfunctioning of an electronic device or an instrument, the Head Clerk refers it to the technician who rectifies and repairs it as early as possible.

Maintenance of ICT Facilities

The Heads of the Departments, Computer Programmers and support staff monitor and maintain the ICT facilities like computers, servers and LCDs. In case of any problem with these ICT facilities, the college seeks the help of the supplier who then rectifies it. Wi-Fi facilities in the campus are maintained by the respective departments.

Maintenance of Lab Equipments

In order to maintain the Lab equipments of various departments, Stock registers and log books are maintained. Entries relating to the repairs and maintenance of these equipments are entered in this register. A users' log book is maintained to keep track of the usage of these equipments.

Maintenance of other amenities

The maintenance of equipments used for watering the plants, sewage, bore-well & gardening is done on a regular basis. The campus is equipped with 24/7 safe and adequate drinking water supply. Fire extinguishers are installed in various blocks and the campus is under CCTV surveillance.

Emergency Maintenance

The other emergency maintenance like replacing bulbs/tube lights, repairing of water taps, cleaning of blocked drains, etc. are taken care of by the multi-tasking staff.

Library Facilities

As per the library policy of the college, all bonafide students have an open access to a wide range of library resources which include books journals, CDs and E-resources. Students can refer to these resources to acquire knowledge in various courses that they study. It also has resources for personality development, sports, career guidance, competitive exams, etc., In order to access these resources; the users are expected to follow the rules and regulations of the college library. It is mandatory for the students and staff of the college to have a Library Card. The library facility is extended to the public. They are required to pay the deposit and fees to the college to avail the facilities.

In order to utilize learning resources more effectively, the library provides the following facilities:

i) Reading Hall and Project room- The students and staff can avail this facility from 8:00 a.m. to 4:00 p.m. on all working days.

ii) Book lending facility- Under this facility, the students can borrow two books for a period of seven days and the staff can borrow up to 20 books and retain the books till the end of the semester. The circulation counter is open from 8:30 am to 4:00 pm. Latest periodicals and question papers are issued to the students against ID cards for reference in the library premises only.

iii) Reference Section- Encyclopaedias, dictionaries and reference/ rare books are issued to staff and students for use in the Library.

iv) Book Bank Facility- Under this facility, a set of subject/course books is given to the meritorious and economically backward students.

v) Remedial coaching Book Bank- The book bank facility is extended to the students belonging to SC,ST,OBC and minority community.

The Library also has a policy for Loss of Borrowed resource materials.

For the effective use of above facilities an orientation programme is conducted every year for the new entrants.

Apart from this the College also has a **Library Advisory Committee** which takes initiatives for the maintenance and optimum utilisation of the library resources.

The library staff is responsible for the maintenance of library resources. The book shelves are periodically cleaned and fumigated. Proper pest management is done to minimize the problems caused by insects.

Maintenance of Sports and Gymnasium

The sports and fitness equipments are maintained by the College Director of Physical Education. The maintenance of basketball courts, Gymnasium and playgrounds are done during the summer/winter break with the help of multi-tasking staff.

Maintenance of Campus Cleanliness

The Head Clerk of the college is in charge of campus cleanliness. The campus including the classroom and washrooms are regularly cleaned by the housekeeping team every morning, before the college hours. The college also has a beautiful garden which is nurtured by the gardener.