

#### **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

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 effective utilization and maintenance of the furniture and teaching aids in the classrooms and laboratories are looked after by the teachers in charge and laboratory in charges. Repairs are attended based on the complaints in the complaint register. 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**

A Committee comprising of the Principal, Head Clerk, Architect, Civil Engineer and an Electrician regularly monitors the maintenance of the physical facilities. The services of the plumbers, electricians, computer technician are available on call basis.

##### **Maintenance of Electronics and Instruments**

The maintenance of electronic equipment and other instruments is outsourced by the college.

##### **Maintenance of ICT Facilities**

The Heads of the Departments, Computer Programmers and support staff monitor and maintain the ICT facilities. Any ICT related problem is referred to the supplier.

##### **Maintenance of Lab Equipment**

Stock registers are maintained where entries relating to the repairs and maintenance of these equipments are entered. A users' log book is maintained to keep track of the usage of these equipments.

##### **Maintenance of other amenities**

The maintenance of gardening equipment and garden, sewage, bore-well is done on 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 fittings and fixtures 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, E-resources etc. against a mandatory Library Card. The library facility is also extended to the public on payment of deposit and fees to the college.

The library facilities are available from 8:00 a.m. to 4:00 p.m. on all working days. The facilities provided are Reading Hall and Project room, Book lending facility, Reference Section, Book Bank Facility and Remedial coaching Book Bank.

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 equipment are maintained by the College Director of Physical Education. The basketball courts, Gymnasium and playgrounds are maintained during the summer/winter breaks 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, classrooms and washrooms are regularly cleaned by the housekeeping team. The College also has a beautiful garden which is nurtured by the gardener.