

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 has appointed maintenance support staff and sub staff to look after the buildings, equipments and all other infrastructural facilities to maintain them in condition. Infrastructure related problems are attended by the maintenance staff under the supervision of the supervisor and the administrative officer.

For Maintenance, cleaning, housekeeping sanitary maintenance and cleaning of the classrooms, library, hostel buildings, mess, college canteen .Sub staff have been appointed to supervise them. Centralized R.O plant for constant water supply and power supply are maintained by technicians.

The laboratories are maintained by the lab instructor. The faculty members are responsible to maintain the computers and register the complaints. Installation is done in the lab area in the presence of the concerned lab in-charge.

Lab-in-charges record the details of consumable and non-consumable equipment in respective registers. Fire safety equipment is maintained in labs as precautionary measure.

The complaints are handled by the lab instructors and the system administrator. The systems are inspected and updated once in two months for the maintenance purpose. Separate complaint register is maintained for various services like housekeeping, electrical, etc.

The stock in the lab is verified for the available equipments and discarded equipments, by a meticulous stock verification process. The purchase of new computers, printer, refilling etc. is supervised by the department.

Fire and safety equipment is maintained in labs for precautionary measure and maintenance. Before the commencement of every academic year, a lab audit is conducted and a report on the requirement of new equipment, replacement of the old equipment and modernization of machines/software is prepared and it is submitted to the Head of the Department for Approval.

Along with the requirement of consumables and non-consumables as per the university guidelines to conduct experiment, regular inspection of machines is organized. LCD projectors, air conditioners and water coolers are maintained with the help of internal resources /external resources. Computer labs and many of the major equipments like UPS, Server are well

ventilated. The classrooms are daily cleaned by the sweepers to maintain the cleanliness and neat ambience. The classrooms are well ventilated which ensures the pleasant learning environment.

The campus has a library that has a good collection of printed journals, e-journals, volumes of books that supports to students and faculty. The library maintenance is updated with constant check.

Regular cleaning of racks, floors, keeping the quality of books and the annual purchase of books and journals are done. The inventory of stock or stock verification are done at regular intervals.

The sports equipments are annually purchased and maintained by the physical education department. The cleanliness of the playgrounds and play areas is maintained by the gardener and the staff. Regular maintenance of garden, landscapes maintenance is ensured regularly. The college has exclusive maintenance for pestcontrol, garden maintenance, housekeeping etc. The college has well maintained lawns to improve the ambience in the campus. The college has an efficient management to dispose the food waste so that it could be used as feed for animals.