

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

**2017-18**

Institution has an established system and procedures for maintaining and utilizing physical, academic and support facilities such as laboratories, sports complex, computers, classrooms etc. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of the menial staff on daily basis and periodically. Adequate measures are taken to keep the equipments, machines etc in working conditions and in case, of breakdowns concerned committees after following proper procedures ensure that the equipments/machines are in proper working conditions.

Departmental Laboratories are maintained by assistants and attendants. Assistant in consultation with the respective department maintains and upgrades the laboratory as per the requirements of the course work. Dead stock verification (Physical Verification) is carried out to verify functional/nonfunctional/missing equipments etc. Preventive maintenance and performance monitoring is also carried out. Every laboratory assistant keeps the record of utilization of equipments, computers and other required material for experiments.

The Library of the Institution has a Librarian with supporting staff to maintain the record of library. Main emphasis is on the availability and utilization of instructional material in teaching and learning process. At the end of the academic year, stock verification is done. Librarian prepares a report on utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments.

The college has 140 bedded boys hostel and 40 bedded girls' hostel has been completed inside the campus. Hostel committee along with the Warden ensures the maintenance and up gradation of the physical infrastructure of the hostels and the quality of the food is checked through random visits by the hostel committee and principal of the college.

The institution has a well equipped Sports complex and play grounds. Physical Director of the institute looks after the sports facilities and the activities. The sports equipments are issued to the students as per the schedule of the events. If any equipment is found faulty, Physical director submits proposal for maintenance. Physical director is responsible for keeping the record of utilization of sport facilities, activities held and awards for the students etc.

Class rooms are allocated to all the departments. The class rooms are utilized as per the time table of the departments. The class rooms are cleaned on daily basis and are monitored by Head of the institute, HODs and class teachers and it is ensured that the cleanliness is maintained in the class rooms. Almost all departments in the institute are provided computers along with essential software and peripherals. In case of major issues of maintenance, vendors are hired for maintenance of IT facilities.

Institute has employed technicians (electrician and plumber) for up keeping and maintenance of electrical and water facility. Institute has also appointed housekeeping staff to maintain the gardens. Security staff under a security supervisor is employed to safe guard the whole premises.