

Procedures & Policies for Maintaining & Utilizing Physical, Academic and Support facilities- laboratory, library, sports complex, computers, classrooms etc.

The college maintains and upkeeps the various infrastructural facilities by convening regular meetings of committees constituted for this purpose and using the grants received by the college. Regular cleaning of water tanks, proper waste disposal, landscaping and maintenance of garden is done by the concerned employees. The maintenance of the campus is monitored through regular inspection. The maintenance of wooden furniture, electrification and plumbing is done by outsourcing the work. The maintenance and cleaning of the water purifier is done at regular intervals by outsourcing the work.

Maintenance of laboratories:

- ✓ Regular maintenance of laboratories, equipment, gas and water supply is done by lab attendants and supervised by HODs of the concerned departments and faculty in-charge. The list of equipment to be repaired is taken from the concerned departments. The finalized list is duly approved and signed by the Principal. The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises and supervised by concerned subject teachers and HODs. Record of the maintenance and the stock register is maintained by the faculty-in-charge of store.

Library:

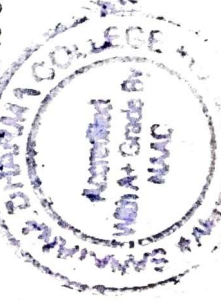
1. The Library Committee takes a decision on the purchase of the books. The list of books is recommended from the concerned departments through HODs. The finalized list of required books is approved by the Library Committee. Then sanctioned list of books is sent to book dealers.
2. To ensure return of books, 'No dues' from the library is mandatory for students before appearing for examination and at the time of requesting for TC.
3. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are resolved by the library committee.
4. KOHA software is used in Library.
5. The maintenance of the reading room and stock verification of library books is done regularly by the library staff.

Sports:

- ✓ The Head of Physical Education Department looks after the maintenance of sports equipment. Ground cleaning and ground marking is done with the help of office assistant of the college.

Computers:

- ✓ The request for repairing and maintenance of computer equipment is forwarded to the Principal by HoDs. The finalized list of equipment to be repaired is duly approved by



the Principal. The repairing and maintenance of computer equipment is done by a technician appointed by the Management. Regular maintenance of Computer Laboratory equipment is done by laboratory attendant and headed by the Faculty in Charge. Outsourcing is done for maintenance and repairing of IT infrastructure such as internet facilities including Wi-Fi and broadband.

Classrooms:

1. The College has various committees for maintenance and up keeping of infrastructure. The Faculty in Charge submits their requirements to the Principal regarding classrooms, furniture and other equipment.
2. The regular cleaning of classrooms is conducted by the concern employees and supervised by Administrative staff.

For Principal

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