

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) facilities - Laboratory, Library, Sports Complex, Computers, Classrooms

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of various facilities by holding regular meetings of varied committees constituted for this purpose and using the grants received the faculty as per the wants within the interest of students.

Laboratory:

- Record of maintenance account is maintained by lab technicians, Lab in charge and supervised by Heads of the concerned departments.

Maintenance of laboratories are as follows:-

- The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

Library:-

- The requirement and list of books is taken from the concerned departments and Head of the Departments are involved within the process. The finalized list of required books is duly approved and signed by the Principal.
- Suggestion box is installed inside the room to require users feedback. Their continuous feedback helps plenty in introducing new ideas regarding library enrichment.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- Other issues like removing of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- RFID are utilized in Library.

Sports: -

- Regarding the upkeep of sporting goods the faculty sports accountable is deputed.

- Every year within the first week of July, the ground is cleaned and all the courts are marked before the inter-departmental tournament.
- In the department stock registers A & B, accession register, stock issue register and condemned register are maintained.
- Every year within the month of March, the stock register is closed and therefore the condemned equipments marked in the condemned register are disposed by 31st March.
- Internal stock audit is completed by other department Heads of the Department or Vice Principal.
- At the beginning of the following year, the condemned equipments are replaced by the new ones.

Computers: -

- Centralized computer laboratory established to complement the students.
- ERP software is employed for maintaining faculty and students details.
- Each Department having appropriate computer for their requirements.
- Internet and WIFI Enabled campus.
- Open access journals facilities are available.

Classrooms: -

- The college has various committees for maintenance and upkeep of infrastructure.
- At the departmental level, Heads of the Department submit their requirements to the Principal regarding classroom furniture and other.
- Administrative officers will take in charge for student's academic requirements.

Additionally:-

- There is lab instructors in every department, who maintains the stock register by physically verifying the things around the year.
- Department wise annual stock verification is finished by concerned Heads of the Department.

- Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant together with Laboratory attendant and that they are headed by the faculty in- charge.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is completed by Institute concern Employees.
- College campus maintenance is monitored through regular inspection.
- Upkeep all facilities and cleanliness of environment in hostel is maintained through Hostel monitoring committee (Warden).
- Outsourcing is done for maintenance and repairing of Solar panel, Ac, IT infrastructure like computers, internet facilities including Wi-Fi and broadband
- Updating of software's is completed by lab assistants.
- Working of LCD is checked on a regular basis.
- Use of information and communication technology facilities for teaching and learning is recorded within the log book.
- User manuals and log books of all instruments are maintained.
- Main server and accessories are installed with power backup.
- The sensitive systems are housed in air-conditioned central instrument room.
- Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
- Regular maintenance of the water cooler and water purifier is done regularly.
- The maintenance of the reading room and stock verification of library books is done regularly by library staff.