



## Procedures and policy for maintaining and utilizing physical, academic and support facilities

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees which involves all the stakeholders from teacher in charge up to governing body, constituted for this purpose therefore the budget reflected the factual requirement of department and department wise budget allocation is done. This is the reason of highest utilization of allocated budget.

### 1. Laboratory:

- The Laboratories are regularly maintained by the faculty In-charge.
- Records of equipment are maintained in stock registers as per the process.
- Preventive maintenance/repairs are carried in-house and record is documented
- Equipments / appliances are maintained properly and serviced periodically.
- Do's and Don'ts for the stakeholders are displayed in Laboratory.
- Institute follows defined Upgradation/Write-off Policy of Equipments.

### 2. Library:

Library committee comprising of departmental representative and library staff is looking

after overall functioning of the library.

- a. The requirement and list of books is taken from all departments. Additionally exhibition of various publishers is arranged to know new titles. The finalized list of required books goes for procurement.
- b. Suggestion box is available at prominent location. This continuous feedback helps a lot in introducing new ideas/schemes regarding library enrichment.
- c. Regular issue and return of the books is assured by library software.
- d. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- e. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

**3. Sports:** Maintenance of sports equipment is supervised by college sports in-charge. All sports fields are regularly maintained.

### 4. Computers & Networking

- Each Department has adequate number of PCs which are utilized for lab sessions, projects along with browsing facility and also adequate computational facility and application software are made available to Office, library, digital library and language lab.
- All the computers are connected through Structured cabling & wi-fi zones are created.

- All necessary System software, Application Software, Sophos firewall, e-scan antivirus software etc, are installed and maintained by Laboratory assistant.
- Regular maintenance work/repair work of computer systems, peripherals & networking switches is carried through Institute level maintenance cell. In case of major break down, if any, external agencies are deployed.
- Institute follows defined Upgradation/Write-off Policy for PCs & Peripherals.

**5. Classrooms:** The College has various committees for maintenance and upkeep of infrastructure.

**6. Additionally:**

- a. Regular cleaning of water tanks, water coolers, water purifiers, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by institute employees and regularly monitored by authorities
- b. Maintenance of furniture and plumbing work is outsourced.