

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

The college ensures optimal allocation and utilization of the available finance for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose. The college has a centralized maintenance department for the entire campus

Infrastructure: All complaints and recommendations registered are being checked and processed by the office of the Registrar with the approval of Director to ensure proper functioning and improvement of the equipment and other facilities under annual maintenance are as follows:

1. Generator UPS
2. ROUV Water Purifiers
3. Water Coolers
4. Reprographic Facilities
5. Fire extinguishers

Equipment: During the departmental meeting, feedbacks are being taken about infrastructure, facilities, and equipment of the laboratory. Every week all the labs and facilities of the department checked for smooth conduction of the laboratory classes. Mentors also take feedback from students about their classrooms and laboratories. Each lab has a dedicated lab in-charge who is mainly responsible to look after the particular lab under his/her domain.

The calibration of the equipment and other precision measures are checked and carried out by the internal experts at least once in a semester and external agencies are called as per requirement. Sophisticated equipment is maintained with the proper safety provisions in all the laboratories and offices by the respective in-charges. The power is distributed properly to all the laboratories, classrooms, offices, etc. from the main control board via sub-control board which is having advanced circuit breakers to ensure safe and secure power supply. The institute

electrician and the supporting staff are taking care of electrical equipment and their maintenance. The water source is provided by submersible pumps ensuring the constant supply of water to the institute campus.

Sports: Institute has appointed full-time physical director for taking care of gymkhana and sports material. A proper register is maintained for the utilization of sports facilities.

Computers: Institute has appointed a full-time System Administrator for taking care of maintains of Computers along with support lab assistants or lab in-charge.

Classroom: Classrooms, Staffrooms, Seminar halls, and Laboratories are cleaned and maintained regularly by non - teaching staff assigned for each department.

Washrooms and restrooms are well maintained. Dustbins are placed in every classroom. The Green Cover of the campus is well maintained by a full-time gardener.

Library: use of e-library facility, access to e-journals of the institute through login and password. Students also access E-books through OPAC (Online Public Access Catalog). Library also provides a facility for plagiarism checking of a students research paper, thesis.