

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

The college has identified the need of budget allotment from time to time for the annual maintenance of the various infrastructural facility and has established a systematic procedure for maintenance. Campus Maintenance Committee has been constituted with a convener and five members to supervise all the maintenance and repair activities of physical infrastructure of the college. A Full time dedicated staff has been appointed for this purpose. They take care of various maintenance activities like inspection of buildings, lighting, plumbing, electrical, carpentry, gardening, minor repairs, alterations of classrooms, lab, office etc. There are gardeners, sweepers and mechanics to maintain the infrastructure. The college appoints contractors and workers when needed for major maintenance works like repair of building, renovation etc. Annual stock verification committees recommend the articles for repair/condemnation. Institution has a well-planned solid, liquid and waste management system. Periodic inspection is maintained and conducted for rainwater harvesting units and environment conservation panels. There are adequate dustbins available with colour distinction for the segregation of biodegradable and non-degradable waste throughout the campus. Statutory rules and academic needs are fully incorporated for equipping the laboratories in the campus. A Lab audit is conducted and report on the requirement of the new equipment and replacement of obsolete equipment is prepared before the commencement of the academic year. All purchases are done through sealed quotations. As a precautionary measure fire safety equipment is installed in all the laboratories of the campus. Lab assistants/technicians take care of maintenance, service and repair of lab equipment's. Library Advisory Committee look after the optimum functioning and improvement of services. Various learning resource like books, journals, online data base etc., are added only after a rigorous scrutiny by the subject experts. Vendors are chosen based on their response to the queries, availability of books and adherence to the terms and conditions. The books in the library are stamped and then shelved for easy access. In order to prevent the damage of books periodical binding is done. Scientific methods are used to protect the books from rain, dust, insects etc. Computer experts regularly take care of computer maintenance in labs. Technical analyst is involved from time to time to supervise internet connectivity. Sports Committee is constituted to handle the matters related to sports and games like budget preparation, organizing, planning and executing the conduct of competitions and sports meets. Purchase orders are placed to competent suppliers for the supply of required sports articles. Cutting, cleaning and maintenance of various grounds are regularly taken care. First aid kits are always available in any emergency.