

## **Criteria IV**

### **4.4.2 Procedure and policies for maintaining and utilizing physical, academic and support facilities**

4.4.2 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)

There are established system and procedures for maintaining and utilizing physical, academic and supporting facilities- laboratory, library, sports complex, computers, classrooms etc.

Institutional mechanism for maintenance and up keep of the infrastructure, facilities and equipments of college

#### **Building Infrastructure and Maintenance Committee**

- There is building maintenance committee to look after the maintenance, repair and constructional work related to the building construction, repair and maintenance of the main building and physical infrastructure like water, power supply and gas is looked after by this committee.
- It creates necessary arrangements for adding new academic infrastructure in the college as per the need of the departments/college. It also carries out the repaired civil works in the college such as whitewashing, constructing/ renovating buildings and other repair works.
- All minor faults are attended and repaired by hired technicians, carpenters etc.
- The college has generator system for uninterrupted power supplies.
- Fire fighting equipments in each floor, fire extinguishers are available in each departments, laboratories, office, library, premises etc. are maintained by Fire and Safety committee.
- Maintenance of water purifiers and aqua guards , the college has signed AMC (Annual Maintenance contract) with local agency.
- Maintenance of toilets and service areas are carried by the supporting staff.
- To maintain hygiene and cleanliness college has “sanitary vending machine and Easy burn Machine”

#### **Laboratory Equipments/ Machinery**

- Gas connections pipe lines are checked regularly for any leakage by staff or by any enabled technician.
- Stock taking is done once in a year and maintain stock register by laboratories for keeping a list of chemicals, glassware, and any other instruments used in the laboratories.

- Maintenance of Dead stock registers regularly to keep account of the non functional equipments and machineries etc.
- The Laboratories equipment is maintain at the departmental level by the staff.

### **Library**

- College Library Advisory committee included Principal , Secretary Two Heads of Departments , One Non-teaching staff member and Four Student representative
- Most concerning purchase, issue and up-gradation of library facilities are decided in this committee.
- The library has restricted the number of borrowings and also fixed the date of Issue- return. The Library has time table for students to issue return of books. It is display on library notice board to ensure proper circulation of books for a better circulation and utilization of books.

### **Sports Facility**

- There is sports department, having gymnasium with modern equipment.
- Department organizes various types of indoor and outdoor games such as table tennis, ball badminton, chess, carom and In outdoor activities as basket ball, hockey, Holly ball etc.

### **Computers & IT Infrastructure**

- Maintenance and up gradation is looked after by computer Maintenance committee from time to time.
- Dead stock register is maintain regularly to keep account of the non- functional equipment like computers, printers, scanners etc
- Annual Maintenance Contracts (AMC) for Office Management System and Library Management System renewed yearly and Wide Area Network(WAN), are renewed as per requirement.
- Campus surveillance Cameras, CCTV's are maintained by Computer maintenance committee.
- Teaching aids such as LCD projectors, Laptops, Desktops, printers, wifi are maintained by Computer maintenance committee.

### **Classrooms:**

- In college campus there are 22 specious classrooms with wooden furniture. Two Classroom having LCD projector as well as in Seminar Hall also.
- Wooden furniture like chairs, tables, desks – benches, black boards and green boards, platforms are available in good quantity and there is staff to

look after the maintenance and repair work of furniture and fixtures and other physical infrastructure.