

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

The college management ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of planning and maintenance committee (PMC).

### Laboratory:

Record of maintenance account is maintained by Lab Assistants / Junior Lecturers and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:

- ❖ The purchase of the requirements is monitored by the Planning and maintenance committee (PMC), for every requirement an Indent in prescribed format has to be placed by the department to the PMC, the PMC will call for the quotations from the vendors, the comparative statement of the quotations are prepared, and then purchase orders will be placed to selected vendor after the approval from the management.
- ❖ Stock registers are regularly updated and verified by PMC at the end of every year.
- ❖ The calibration, repairing and maintenance of lab equipments are done by the technicians of related owner enterprises.
- ❖ The microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians.
- ❖ There is an annual maintenance Contract and On-call maintenance service for the computer laboratory and Internet facilities
- ❖ There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

### Library

- ❖ The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
- ❖ Every year in the beginning of session, students are motivated to register themselves in library to use NDL (National Digital Library).
- ❖ The Library has special Internet facility with three computers.
- ❖ To ensure return of books, 'NO DUES' from the library is mandatory
- ❖ The students are allowed to use the books even during the semester end examinations with a facility of refundable deposit
- ❖ The proper account of visitors (students and staff) on daily basis is maintained.
- ❖ Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

### Classrooms:

The PMC also works with requirements and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other.

- ❖ With the help of the two full time sweepers' cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner.
- ❖ A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set timeframe.
- ❖ Students are sensitized by NSS regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.
- ❖ The PMC also looks after furniture repair, once in a year with charges to ensure the maintenance of classrooms and related infrastructure.

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