

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

The college ensures the availability of latest equipments and up-to-date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipments. First the proposal is submitted and then it's evaluation is done by the college office. It must get the approval by the principal and then quotations are invited. After the approval of the management the required item is purchased and entered in the stock register. At the end of financial year stock verification is also done by the college office. The same process is done for repair, writing off or repurchases every year.

- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the next semester. Administrative officers will take in charge for student's academic requirements.
- We also have teachers as incharges of computer centre, Library, Lab incharges, etc; who look after the maintenance of their respective sections.
- We have Central Library along with departmental libraries. Central library has 3 staff, who regularly monitor the library stock, maintain rare books, collection, issue and maintenance of the books. Library cards are issued to the students.
- The Sports department is very active and encourages students to participate in various sports activities, along with training and coordinating various sports in the college.
- We have the men from security agency for round the clock security of the infrastructure of the college.
- Day to day maintenance is ensured by the support staff.
- The equipment like generators, water motors, pumps, water purifiers and water coolers are also taken care of either by AMC or time to time inspection and repair.
- Fire extinguishers have been installed at identified locations

Computers: -

1. Centralized computer laboratory is established to enrich the students.
  2. ERP software is used for maintaining faculty and students details.
  3. Each Department is having appropriate computer for their requirements.
  4. Internet and WIFI Enabled campus.
  5. Open access journal facilities are available.
- Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories.
  - Parking facility is well organized. It is efficiently maintained
  - The campus maintenance is monitored through surveillance Cameras.