

#### **4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The institute holds well established standard systems and procedures for maintaining the physical, academic and support facilities that are governed by the supervision of faculty in-charges at the institute level. They ensure the various aspects of utilization and maintenance of the buildings, laboratories, classrooms, library, computers and sports complex.

Optimum utilization of classrooms, laboratories, play ground and library are ensured by allocating time tables for each department before the commencement of semester. Separate register is made available for utilizing the resources. The Institute's campus is fully Wi-Fi enabled. The feedback is collected from the stakeholders via students, teaching and non-teaching staff and parents for the development of the infrastructure facilities. Suggestion box is also kept in the vicinity of the students for this purpose and students are informed to share their grievances. Feedback is analyzed periodically and action is initiated based on the analysis outcome.

**Physical facilities:** The college is protected under property insurance cover including equipment in laboratory, sports and gym. Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories are cleaned and maintained regularly by house-keepers assigned to each floor. The separate registers are maintained for each house-keeper to record their works which is duly signed by the faculty in that particular floor. Wash rooms and rest rooms are well maintained. For ensuring proper cleanliness dustbins are placed in every classroom, laboratories, faculty cabins. The Green Cover of the campus is well maintained by gardeners. The college has a Maintenance Committee that oversees the maintenance of facilities available within the premises. Fire extinguishers are available in all the blocks including the central library and hostel. A periodic maintenance is carried out for their validity.

The Maintenance committee is headed by the Estate Officer who in turn monitors the work of the Supervisors at the next level. The Supervisor is accountable to the Estate Officer and functions as the coordinator who efficiently organizes the workforce to complete the task. The Estate Officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure.

The Estate office workers look after the maintenance of rest rooms, approach roads and the neatness of the entire premises. The preview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in - house electricians and plumbers. Parking facility is well organized and efficiently maintained.

Campus maintenance is monitored through surveillance cameras. Proper inspection is done and verification of stock takes place at the end of every year. Periodic reports 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 new semester.

Estate officer and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and house-keeping. They also monitor electrical equipment such as generators, UPS, air-conditioners and Batteries monthly and enter the condition/status of equipment in the Log book. If a major fault arises, a contractor is called who analyzes the fault and submits its report. If the replacement of any part is necessary then quotations are prepared & purchased as per centralized purchase procedure. Estate officer inspects the work done by the contractor and ensures smooth functioning of equipment and reports completion of work to the Principal.

**Academic and support facilities:**

The college has made available modern teaching aids like LCD Projectors, Xerox machines, CCTV cameras, public address systems, and software required for academics. For the maintenance of these equipment, a local service provider is hired on a need basis.

**Laboratory:** Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories. All equipment in the laboratories are serviced and calibrated annually. Stock registers are maintained in each laboratory by every department. Local technicians are hired as per requirement for maintenance of equipment. Utilization and breakage registers are maintained in each laboratory.

**Library:** The library holds books, journals and other learning materials and technology-aided learning mechanisms which enable students to acquire information, knowledge and skills required for their study programmes. All security measures are taken as per rules of library science. We follow an open access system. For security reasons, we maintain a property counter.

**Computers:** Computers, printers, scanners, computer software and hardware are maintained as per requirement. Antivirus is updated regularly.

**Classrooms:** Class rooms are well maintained and kept neat and also clean by house-keepers. Electricity materials and furniture are maintained by the in-house staff and local service providers are hired as per requirement.

**Medical Centre:** First-aid facility is available on the college campus. Separate Boys and Girls common rooms are available for sick students. Sick room is available in the campus for students who have health issues and in case of emergency, students are taken to near-by hospital.

**Stationery shops and a Cafeteria** cater for the daily needs, refreshments, and snacks. All items are sold with a nominal profit margin. For variety the menu in the Cafeteria is changed every day.

## **Sports Complex**

Indoor and outdoor games equipment, courts, playground and gym are supervised by the Physical Education Director. The responsibility of the support staff are as follows.

- The grounds are maintained at regular intervals by the rollers
- The grounds are marked periodically.
- The gym equipment is cleaned and lubricated properly.
- The sports equipment is checked and serviced at regular intervals by physical education director