

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities -laboratory, library, sports complex, computers, classrooms etc. (maximum 500 word (information to be available in institutional Website)

Laboratory: Responsibility of maintaining and housekeeping is of concerned head of the department. He assigns the task of upkeep of equipments and their proper functioning to the lab technician and lab assistants. Every year there is a physical verification of lab equipments. A stock register is maintained the equipments which become de-functional and beyond repair are write off. It is ensured that all the lab equipments are functioning before the commencement of every academic session. All the equipments are tested by lab technician periodically.

Computer: Computer maintenance work is outsourced shortage of cortege ink etc is supplied by in charge store on the college on demand.

Library: Every year there is a physical verification of the central library. For this the Principal constitute a committee which comprises of faculty members. The process of write off is carried out of withered and damaged books. New books are purchased every year as per requirements of the departments. There is a reading room in the library where students can read the books, magazines and news paper daily. He / She can borrow book on his /her library card for 15 days. Library maintains its visitor register where every visitor teacher or student has to put his signature.

Class rooms: The classrooms are well equipped with furniture from time to time they are white washed. Class rooms are cleaned daily. In every class room there are ceiling fans. Apart from this CCTV is also installed in corridor and class rooms. Regular watch is kept upon the maintenance of the class rooms. Broken furniture is replaced immediately.

Sports: A regular practice of the sports activities is the integral part of student college time. The college has a vast play ground. It is properly maintained leveling, grass cutting, line marking, pitch preparation, watering etc are done regularly. Apart from this proper attention is paid for cleaning of water tank and RO safe drinking water. A part time electrician has been deployed to repair and maintenance of electrical devices.