

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

To maintain and utilize the existing physical, academic and support facilities; the college allocates financial resources optimally and judiciously. The college takes care to ensure proper utilization of funds. Regular meetings are held with respective committees to find out the requirements of different Departments regarding maintenance of the facilities.

Laboratory – Record of maintenance account is maintained by the lab assistants and supervised by HODs of the concerned departments. The repairing and maintenance of sophisticated laboratory equipments are done by the technicians of related supplier enterprises as and when required. Regarding maintenance of Bio-science laboratories, the students are sensitized regarding the cleanliness and proper waste disposals.

Library – The requirements (book-lists) are taken from all the departments and HODs are involved in the process. The lists are submitted to the Library committee. The finalized list of required books is duly approved and signed by the Principal. The proper account of visitors, comprising of students and staff, is maintained on a daily basis. The reading rooms and adjacent area are maintained regularly and the students are sensitized to keep it clean and to maintain silence. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are resolved by the Library Committee. To ensure return of books, ‘no dues’ certification from the library is mandatory for students at the time of filling up the forms to appear in the final examination conducted by the University.

Sports – Regarding the maintenance of sports equipments; carom boards, volley balls, footballs, cricket equipments etc., the Sports sub-committee takes necessary actions and submits the requisition to the Principal and purchase is done according to the approval of the Principal.

Computers – Computers, Printers, Photo-copiers are maintained regularly through AMC and non-repairable systems are stored aside and are disposed of in due time.

Classrooms – The College has a Building committee for maintenance and upkeep of infrastructure. The college puts priority on improvement of existing infrastructure as some parts of the college building is over 60 years old. The repair and maintenance is done on a regular basis. The college development fund is utilized for maintenance and repairing of class room furniture, other furniture and electrical equipments as required. With the help of full time sweepers; cleanliness of class rooms, corridors, toilets and college campus is maintained. Temporary labourers are also hired from time to time to maintain the college compound, especially to clean the shrubs and over growths after the rainy season. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity of class rooms and alerted regarding wastage of water. To keep the environment clean, measures are taken to reduce the use of plastics and to prohibit smoking in the college premises.