

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

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**Laboratory**- The financial records related to any departmental purchase and maintenance work is done by the lab assistants under the supervision of Head of the Department. The measures taken for the maintenance of laboratories are -

- The microscopes, apparatuses, instruments used by students for practical experiments are cleaned and maintained by the concerned department's lab attendants under the guidance of lab assistants and HODs.
- For the calibration and repairing/ maintenance of sophisticated lab equipment's, the technicians of related owner enterprises are called.
- A temporary full-time electrician is appointed for day to day maintenance of electrical equipment's in the physics department as well as for the electricity related problems of other offices/departments.
- Practical are conducted in morning, afternoon and evening sessions for maximum utilization of laboratory space

**Library**- The requirement/ list of books is taken from all the departmental Heads according to the approved budget. The finalized list of books is than duly approved and signed by the Principal.

- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- Utilization Library is kept open during long vacations for the benefit of the students. Qualified staff is appointed in the library to guide and help students. Separate computer is provided to student for book search. Social platform is used to notify about the current updates of library.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

**Sports**- Under the supervision of Sports Officer and Assistant Sports officer, the sports tools and Gymnasium equipments are maintained by assigned non-teaching staff and in case of any repairing, concerned technicians/helpers are contacted.

**Computers**- Computers in various departments/ offices are maintained through AMC regularly and non-repairable systems are disposed off. For maintaining computers in the computer lab, one computer Assistant is appointed every year.

**Classrooms**-During the period of COVID-19, classrooms were physically closed for the students but online classes frequently taken by all the faculty members of various departments. The college has a Maintenance committee for the upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal/Convener Maintenance committee regarding any sort of issue. The college development fund is utilized for maintenance and minor repair of

furniture and other electrical equipments. With the help of the one permanent and one temporary full-time sweeper, cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner. At least twice a year, technicians, masons, plumbers, carpenters are deputed by management/Principal that ensures the maintenance of classrooms/labs and related infrastructure.

**Garden-** The college garden is maintained by the permanent gardener of the college and for cleaning play-ground, backside of class rooms and labs, clearing of weed/grass etc., at least thrice a year private labours are hired.