

10/01/2022.

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

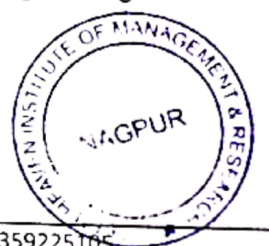
The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using funds as per the requirements in the interest of students. Laboratory- Record of maintenance account is maintained by lab technicians and supervised by In charge faculty. Other measures to maintain laboratories are as follows:

The repairing and maintenance of sophisticated computer lab equipments are done by the technicians of related owner enterprises. The Computers are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab There is systematic disposal of waste of all types such as bio-degradable and e-waste.

Library- The requirement and list of books is taken from the concerned departments and concerned faculties are involved in the process. The finalized list of required books is duly approved and signed by the Director. Every year in the beginning of session, students are motivated to register themselves in library to use library facility. During 2018-19 session the number of users was 95%.The Library has special facility for visually challenged students by setting up two special computers for them. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained. 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: Regarding the maintenance of indoor Badminton/ Volley Ball court / TT Courts on the college sports in charge consult coaches. In their guidance accommodates are arranged. During the session 2018-19 sem-2 won the cricket intra college championship. College students also play Chess, Basket Ball (W & M), Table Tennis, 400 mts Race, 100 mts race in intra college level sports.

Computers- Centralized computer laboratory established by sanstha's funds and more funds are used to maintain computers in the college. Computer maintenance through college technician is done regularly and non-repairable systems are disposed off.



Classrooms- The college has a cleanliness and maintenance committee for maintenance and upkeep of infrastructure. At the departmental level, faculties submit their requirements to the Principal/Director regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments.

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