

## **Procedures and Policies for maintaining and utilizing Physical, Academic and support facilities -**

Departments having laboratories have lab technician and Lab attendant appointed, they maintain labs in general, teachers of the Departments remain vigilant during practical classes, any fault in the instrument is get repaired by calling Service Engineer of the company. Previously we were using IMG grant (Equipment Maintenance Grant) of UGC, now we are using our own financial resources for the same. We have our service venders for it, so that all the infrastructural facilities are available to the students. Students also participate in yearly cleaning and maintenance activity of labs. Every year stock is checked in Department and endorsed by the committee formed by the Principal.

Library – there are library attendants and book lifters appointed in the Central Library they bring the books at issue counter and keep the books in place after return. Every year after examination book stock is checked and endorsed by the committee. Worn off books are written off every year after recommendation of write off committee. Regular pest control is carried out in the library to keep books safe.

Sports- keeping sports ground in good shape is always a challenge especially after rainy season, services of Nagar Nigam is taken to maintain the ground yearly. Apart from this NSS students and players volunteer themselves to maintain the ground.

College has 3 ICT enabled learning spaces (Computer lab & Nodal Centre) and 8 teaching departments having LCD projectors in lab/classroom. College has established a Smart Board facility in Auditorium and in three classrooms. Well-equipped computer Labs, LCD and OHPs are available for the faculties for computer aided teaching.

The faculties of the Department of Computer Science are always available for assistance whenever needed. The computers and electronic devices are maintained and repaired with the funds available in the college. UGC also provides funds for maintenance of computers and equipments. Besides, we have computer lab assistant and technician in the Computer Lab. They not only maintain computers of computer lab but also visit other departments and note faults and repairs. They help in maintaining computers and networking facilities to some extent. If there is a major problem college also hires technical assistance for maintenance as per requirement.

We have well organized system for

1. Checking water availability in Toilets & Drinking water availability every day
3. Cleaning Class Rooms, Labs, Veranda, Office Room, Staff Rooms daily
4. Cleaning of Toilets every day
5. Cleaning the campus every week
6. Checking Furniture's in Class Rooms and Office and Checking Building cracks throughout the campus
8. Checking Electrical, Plumbing, Waterline and Sewage line every month.

The activities like fumigation, preservation of books from insects, dusts and shelving of reading materials promptly on regular basis are done by the college staff /Library Staff. A MahendraMake power generator (250KVA) is installed in the campus to handle the

occasional power shut down. The New building, hostel and part of main block is supplied with solar power, ensuring proper power saving . NSS, NCC units maintain certain areas of the college