

#### **4.4.2 Systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are in place**

The College has a well-defined system in place for the maintenance and utilization of all its physical and academic facilities.

**Classrooms and Building maintenance:** Physical infrastructure is well maintained and upgraded with necessary requirements to ensure comfortable atmosphere. Regular cleaning is done and Saturdays are reserved for deep cleaning and sanitization. The plumbers, electricians and carpenter are hired periodically for building maintenance. Regular cleaning of tanks, garbage disposal, pest control, and campus maintenance is done. The classrooms are well equipped with all modern technology like the smart boards, mike systems. CCTVs installed in each classroom to make sure of the safety and the security of all students, teachers and equipment. Stock list of assets of Class room property, cleaning and maintenance are done on a regular basis, Annual Maintenance of all the modern teaching technology system about repairs and replacements are the basic attributes of classroom management. Garden is maintained with rich source of indoor and outdoor plants that adds to the aesthetic beauty.

**Laboratory:** The laboratories are maintained and staff in-charge takes care of stock checking. Well established procedure is available for service and maintenance of lab equipment. The laboratories in the college are furnished according to the statutory rules. Necessary equipment and material is procured to deliver to the students the best standards of education.

- Fire Safety equipment is maintained in labs as a precautionary measure.
- Maintenance -Regular inspection of devices/tools is organized.
- Periodic maintenance is done by regular cleaning of the lab spaces.
- Regular checkup of equipment's is carried out at the end of every semester.

**Library:** The library is stacked with thousands of books and periodicals which have been arranged in the prescribed order and binding of books is periodically taken up. Pest control is done on a regular basis to prevent silver fish and bookworms.

Library rules and procedures followed are as follows:

All the members of the institution are eligible to get library membership. Library users have to register their details in the entry register, whenever they visit. Faculty, staff, students, of the Institution need to fill up library membership form with the certification of authorities. After becoming member, two library memberships will be issued to staff, UG students, and PG students, respectively. The students can use the borrowed books up to 15 days' time, and faculty members can use the books up to a semester. The books can be renewed if there is no reservation for the particular book.

**Computers & Software's:** Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance for computers, Printers, software, CCTV, Fire extinguisher and security are in place.

**Sports:** Sports Cell looks after maintaining the sports ground and sports equipment and organizes various indoor and outdoor sports competitions for students at intra and inter collegiate level. Safety equipment's and sports gears are properly maintained and students are always instructed during sports periods in regard with proper handling of the gears.

