



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

The college is keen to create state-of-art infrastructure that satisfies the standards, norms of AICTE with respect to human resources (Faculty, Technical and Administrative Staff), laboratory equipment, built-up place, learning resources, (print, electronic and teaching learning aids). The institution has sufficient resources allocated for the maintenance of the infrastructure. The infrastructural amenities are timely upgraded and properly maintained. There is a Planning Committee constituted solely for this purpose. To meet the quality standards and needs, the IQAC as well as the College Council makes proposals for infrastructure development to the Planning Committee chaired by the Principal. The maintenance and improvement of the campus is carried out according to the decisions taken by the college management.

The Department of Computer Science supervises the AMC including Computers and its allied Infrastructure. Regular checks of equipment are carried out in all the laboratories by lab co-coordinator. AMC also handles need-based installation of computer facilities in the college. Department of Computer Science controls the Internet and biometric security systems. The Heads of departments are informed by the principal to give a report on the working status of the equipment used in their departments. The equipments/instruments are repaired by professionals and if necessary, replaced and kept ready for use before the commencement of the new academic session. laboratory assistants make the maintenance of the equipment in the laboratory and the major defective equipments have been serviced by skilled technicians from outsides. The college has appointed external agencies for maintenance and repair of infrastructure, equipment, and other facilities like maintenance of lifts, fire extinguishers, fire systems and generator.

The Institute has a Sports Committee with a Physical Director to effectively organize various sports on the campus and off the campus for the students. Institute organizes sports events to improve sportsman spirit. Indoor games and Outdoor games are organized for students and faculty. Yoga camps are organized for stress relief. The equipments in Gymnasium are regularly serviced and new ones are purchased when required. Other maintenance related issues are attended by carpenter and electrician of the institution subject to the complaint put in complaint register. Well qualified Electricians are available round the clock to address power breakdown and they also attend to power supply related complaints. They perform regular checks in classrooms and campus to ensure that all electrical fittings are working in good condition. Solar power panel are also monitored by electricians.

Purchase Committee calls for quotations of the books, journals, other library facilities, needy materials for the lab. Annual stock verification of chemicals and glassware are done promptly. A stock register is kept in all departments to record all the laboratory facilities. LIBRARY Librarian initiates the requirement and maintenance of the library facilities with the help of library assistants. The Library Advisory Committee plays an active role for the smooth and efficient functioning of the library. Books, manuscripts and reports are maintained with special care and ensure a dust free atmosphere in library. Stock verification of library books, is done every year.

