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

The college ensures optimal utilization of budget allocated for the maintenance and upkeep of the college infrastructure by holding regular meetings of various committees constituted to plan and monitor the projects to be taken up in a session. The Heads of the Departments prepare the proposals as per the requirements of their respective departments. Based on the need assessment equipment, furniture, labs, classroom, budget, provisions are optimally made. There is full-fledged infrastructure maintenance section headed by an Overseer for construction and maintenance of physical infrastructure. The Overseer is supported by a team of skilled workers. The various committees prepare the proposal and estimated cost of the planned maintenance and purchase of equipment and submit it to the head of the institution. The Principal, on the basis of the perspective development plan, proposes the infrastructural augmentation needs to the concerned authorities. The UGC, DST and DBT sanction funds based on the requirements, student strength, and the nature of the academic programs offered by the institution. An effective monitoring system through various committees ensures the optimal utilization of budget allocated.

The Overseer not only supervises construction but also takes care of maintenance and repair of buildings, water lines, electrical installations, equipment and other support services. The college has full time Administrative officer, Mechanic, Plumber, Electrician and Technician.

The Administrative officer takes care of the regular repair and maintenance needs. The classrooms and seminar halls are cleaned by support staff. Labs are maintained by lab attendants.

Wherever the need arises, the concerned department writes application stating the nature of repair/ maintenance required. The applications by the concerned department are sent to the administration officer after being sanctioned for necessary action.

The institution also employs security personnel who are on duty round the clock in the campus to ensure the safety and security of all estate and infrastructure. All the entry and exit points are under CCTV surveillance for safeguarding the assets.

Computer Maintenance:

As far as maintenance is concerned, Repair/ upgradation/purchase of hardware/software and software problems are taken care of by IT incharge and system administration team comprising of computer faculty and lab staff. Outside vendors are contacted for major repairs. Non-repairable systems are kept in store and disposed off after proper procedure of writing off and disposal of e-items. The institution purchases the new upgraded computer systems from time to time as per the needs. The internet and LAN facilities are also fully operational and are properly maintained and monitored by the staff of the server room.

Library Maintenance – The routine maintenance of the library is managed by the Librarian with the help of library assistants. The library is fully automated. All technical activities, catalogue and circulation are automated. There is a Library Advisory Committee whose major responsibilities are as follows:

- ➢ The committee formulates development plans and recommends facilities for implementation
- ➢ The committee gives guidelines for the procurement of costly books, internet journals, hardware and software necessary for the library
- ➢ The committee ensures the optimal use of library facility by staff and students
- ➢ The committee organizes book fairs as well as visits to national and international book fairs
- ➢ It ensures the availability of latest syllabi in the library
- ➢ It takes up remedial actions towards the grievances expressed by the students and staff

Sports Facilities - The playgrounds, gymnasium and sports infrastructure are maintained by the faculty, coaches and support staff of the Physical Education Department of the College.