

#### **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)**

The university 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 the grants received from the university as per the requirements.

##### **Laboratory:**

1. Record of maintenance account is maintained by Lab In charge and supervised by HODs of the concerned departments.

##### **Library:**

1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process.
2. The finalized list of required books is duly approved and signed by the Principal.
3. Other issues such as weeding out of old titles, schedule of issue books, etc. are resolved by the library committee.

##### **Sports:**

Regarding the maintenance of sports equipment the college sports in charge is deputed. During the session 2018-19 college participated in Cricket, inter-collegiate championship.

##### **Computers:**

1. Each Department having appropriate computer for their requirements.
2. Internet and WIFI Enabled campus.

##### **Classrooms:**

1. The college has various committees for maintenance and upkeep of infrastructure.
2. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.
3. Academic deans and Administrative officers will take in charge for student's academic requirements.

##### **Additionally:**

1. Department wise annual stock verification is done by concerned Head of the Department.
2. Regular maintenance of Computer Laboratory equipment's is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.
3. Regular maintenance of the water purifier is done regularly.
4. College campus maintenance is monitored through regular inspection repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
5. Upkeep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee.
6. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
7. The maintenance of the reading room and stock verification of library books is done regularly by library staff.