**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 allocation and utilization of the available financial recourses for maintenance and development of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

 **Laboratory-** Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows: The calibration, repairing and maintenance of sophisticated laboratory equipment’s are done by the technicians of related owner enterprises. The microscopes used in Biology departments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments .There is systematic disposal of waste of all types such as bio-degradable,chemical etc.

 **Library-** The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Every year in the beginning of session, students are motivated to register themselves in library to use INFLIBNET. During 2018-19 session the number of INFLIBNET users was 943.The Library has special facility for visually challenged students by setting up two special computers for them.  Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, ‘no dues’ from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained. Other issues such as schedule of issue/ return of books etc. resolved by the library committee.

**Sports:** Regarding the maintenance of indoor Badminton/ Volly Ball court / TT Courts /Ground in the college.Physical education in charge consult coaches and give his suggestion to principal on various requirments. In their guidance accommodates are arranged.College students also participate in Chess, Table Tennis, 400 mts. Race, 100 mts. race in University level sports.

**Computers-** A computer laboratory established in the college as well as administrative office is fully equipped with computers. Computer maintenance through company authorized technician is done regularly and non-repairable systems are replaced with new one.

**Classrooms-** The College has a building committee for maintenance and development of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment’s. College has a electricity back up in the form of Generator which is installed in college. With the help of the one full time sweepers cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves .A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. There are technicians, plumbers, carpenters deputed on daily wages by management who ensure the maintenance of classrooms and related infrastructure.