

## **Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities**

Systems and procedures for maintaining and utilizing physical, academic, and support facilities are prepared and updated by respective departments. IQAC reviews the same and gives suggestions time to time. IQAC ensures that the adequate financial resources are allocated in the annual budget and utilised for maintenance and upkeep of infrastructure facilities. It also suggests different financial sources / government grants from where funds can be received by the college as per the requirements.

### **Utilisation**

The College ensures optimal utilization of the available infrastructure to provide conducive atmosphere for teaching learning activities. The college works from 7.20 a.m. to 4 p.m. in shifts to accommodate the offered courses. A master time table is prepared keeping in mind the requirements of all the sections. Our Certificate, Diploma and Add-On Courses are conducted after degree college hours. For computer laboratories students are divided into batches for practical sessions. Students can access computers with prior permission for projects and assignments after the practical hours. Library hours are stretched and sports room facility is available throughout the day.

Auditorium/ Conference Halls/Seminar rooms and Audio Visual Aids are booked in advance by the faculty members. The college premises are used for Board, Competitive and Professional Examinations, and for holding cultural programmes. The premises is also given for National, State and Municipal Elections.

### **Maintenance**

Maintenance department looks after regular maintenance and repair work. All section heads bring the repair work / problem to the notice of the maintenance department verbally or through a diary system. A service of carpenter and plumber is available for repair work as and when required. The service of electrician is available to attend day to day requirements. A class wise schedule of duties of support staff for cleanliness is in place. Respective in-charge persons supervise the cleanliness work.

In budget adequate provision for maintenance of physical, academic, and support facilities is made. Major electrical works is given to a qualified contractor only. Air Conditioners, Lifts, Fire Extinguishers, Fridge, Microwave and such other instruments are covered under annual maintenance contract. Pest control is done on regular intervals.

To look after maintenance of ICT facilities a professional IT person is appointed by the college. The library software is periodically updated by the software engineer. Computer laboratory software is updated as per the requirement of syllabus with the help of IT person under the supervision of teachers. UPS back up facility is provided wherever essential.

### **Safety and Security**

The laboratories and library have proper ventilation, sunlight to prevent suffocation. Fire Extinguishers are kept on all floors, in laboratories and library. Laboratory attendants and library attendants are given training to operate the fire extinguishers. All the laboratories have first-aid boxes.

Security at the entrance is outsourced. There is 24 hours CCTV surveillance at strategic places.

All the laboratories are managed by qualified laboratory assistants and Laboratory attendants. At the beginning of academic year, all the equipments in each laboratory are checked, and record of their working condition and maintenance is kept. The stock-taking register is updated every year.