

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 of financial resources for creating learning resources and efficient utilisation of such resources. The registers are maintained by library, sports department and laboratories to keep the updated and relevant information.

Every department maintains a stock register, both consumable and non-consumable, for every issue, purchase, repair and return. The verification of the departmental stock registers are done annually.

Following specific steps are taken to supervise and oversee the utilization and maintenance of resources:

1. **Laboratory:** Record of equipment is properly maintained. The calibration, repairing and maintenance of sophisticated lab equipment's are done regularly.
2. **Library:** - The requirement and list of recommended books as per the budget allocation is taken from the concerned departments and acquisition is done every year. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in University examinations. Other issues such as weeding out of old titles, schedule of issue/ return of books, fine etc. are chalked out / resolved by the library committee. The staff gets email for issue and receipt of books. Suggestion box is installed inside the reading room to take users feedback.
3. **Sports:** - Proper maintenance and purchase of sports equipment is regularly. The sports ground, various courts (basketball, lawn tennis etc) and cycling tract are constantly looked after.
4. **Computers:** - Each Department has appropriate computer facility. The campus is WIFI Enabled with 100 mbps lease line. Regular maintenance and repair computers are done. Updating of software's is done regularly. Nebero Internet software management system is installed. E-waste management system is in place to dispose of electronic waste. The college faculty uses ICT for teaching and learning. Regular training to the teaching and non-teaching staff is given for using e-Campus solution, usage of GeM and PFMS.
5. **Classrooms:** The college has 54 classrooms out of which 22 are smart classrooms. College has adequate furniture in all departments which are well maintained.
6. **Parks:** The parks of the college are kept well pruned, neat and clean.
7. **Sanitization:** The College has been following Covid-19 protocol with utmost diligence. Sanitization was done in every Department by the College. Automated sanitizers have been installed in various places such as in porch, staff room, canteen, information technology block, office, library etc.

Additionally

- Regular water audit, cleaning of water tanks and water coolers water purifiers, proper garbage disposal, pest control, landscaping and maintenance of lawns is done.
- College campus maintenance is monitored through regular inspection.
- Upkeep and maintenance of all essential facilities and cleanliness of environment in hostel is regularly done.
- Maintenance of wooden furniture, electrification and plumbing is done regularly.