

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)

Laboratories: Faculty in-charge technical assistant look after the maintenance of each laboratory. The funds available from the budget head is used to repair of any break-down item. When new purchase is to be made, then faculty in charge proposes the annual requirement and provisions for the same are accordingly in the budget. For consumable items, budget is prepared by staff in charge and technical assistant.

Class Rooms, Seminar hall and tutorial rooms: All these rooms are cleaned by departmental peon and this activity is monitored by departmental technical assistant.

Sports: Sports purchase is done every year by the college and cleanness is maintained on ground.

Physical director and sports secretary are involved in selection of students for various events for university.

Library:

The Library is automated with Easy Lib library management software and the operations of cataloging, circulation, stock verification have been automated. Online Public Access catalog (OPAC) enables user to search the books in the possession of the library.

Softwares used in Admin office:

1. Gems :- Used for faculty details, all type of leaves, students data and students' placement information.
2. Tally :- Used for accounts purpose
3. Paywhiz :- Used for Salary and TDS purpose
4. Aspire :- Used for fees and students' information purpose

Computers: All the computers and peripherals are checked by faculty in charge and technical assistant for any problems once in a semester before beginning of the academics. Any maintenance activity, if required is carried out and required consumables are purchased. Maintenance activates and consumables purchased are entered in the respective dead stock registers.

Classrooms: Class Rooms, Seminar hall and tutorial rooms: All these rooms are cleaned by departmental peon and this activity is monitored by departmental technical assistant.