

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)

- **Maintenance of laboratories:-**

The Heads of Departments of the college takes a periodical review of repairs and maintenance requirements of their respective Departments. The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.

- **Library:-**

1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
2. 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.
3. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
5. Open access journals facilities are available.

The maintenance of the reading room and stock verification of library books is done regularly by the library staff.

Sports: - Regarding the maintenance of sports equipment the college has appointed a Physical Director wherein under her guidance the students of the college participate in various sports/ events and competitions organized by various colleges/ university at state and national level.

- **Computers: -**

1. Centralized computer laboratory is established to enrich the students knowledge
2. Each Department having appropriate computer for their requirements.
3. Internet and WIFI Enabled campus.
4. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge.
5. There is lab instructor in every department, who maintains the stock register by physically verifying the items round the year.
6. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of software's is done by lab assistants.

- **Classrooms: -**

1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other requirements.