

#### **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)**

The institution constitutes a well defined process for the maintenance of its physical equipment, believing that regular maintenance of equipments ensure proper functioning for long period. The maintenance of physical, academic and support facilities are looked after by a coordinator from administrative wing along with a supervisor. The utilization of physical and academic facilities is taken care by respective section heads. There are standard operating procedures for proper utilization and maintenance of academic and other support facilities. The Standard Operating Procedures for maintaining and utilizing physical, academics and support facilities including Do's and Don'ts in laboratory are included in institutional manual. A snapshot of few facilities are mentioned herewith.

- **Laboratories (All Labs & Computer center:** The laboratories of the institution are well equipped as per the norms of the affiliating bodies. The maintenance of the lab equipment is a regular practice carried out by the technical staff. In case of any criticality, the technical staff brings it to the notice of concerned head of the department. The head of the department pursues and submits a report endorsed by the Principal to the maintenance coordinator. The maintenance coordinator contacts the service provider and monitors the services to be held at the earliest.
- **Library:** The library is well stocked with sufficient number of books, journals and e-resources. The books are procured to facilitate the students as per the syllabus and the regulations of the affiliating university. Each department submits annually the list of required books to the library committee. The committee in its meeting decides the list of books as per the requirements and sends its consent for the approval from principal. The librarian takes care of damaged books. The weed out process in library is carried out on regular basis. The books after prolonged usage are sent for binding and reuse. In addition, digital library facility is available with 30 computers to access the e-learning resources

like e-journals, SWAYAM video lectures, e-ShodhSindhu database and NPTEL content to all staff and students from all laboratories and ICT class rooms. Students can access the database in the form of faculty tutorials, video lectures, etc, through college website.

- **Sport complex/ground/equipments:** The institute's Physical Director is in charge of the sports facilities and programmes. The students are provided sports equipment according to the event schedule. If any of the equipment breaks down, the sport director makes a request for repairs. Preventive maintenance actions are undertaken on a regular basis. The sport director is in charge of keeping track of how often the athletic facilities are used, what activities are held, and what rewards are given to students, among many other things.
- **Class Rooms:** Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department. The class rooms are cleaned on daily basis monitored by institute supervisor. Head of the institute, HODs and Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.
- **IT facilities:** All departments in the institute are having PCs, essential software and peripherals. The laboratory technicians and system administrator maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.
- **Electrical and Civil works:.** The maintenance works related to power and electrical like AC's UPS, transformers etc are carried out by electricians of the institution. The area executive assistant engineer (TSTRANSCO) is intimated of maintenance requirement of transformer. The maintenance coordinator coordinates with the electricity department. All the civil and miscellaneous maintenance are carried out by plumber, welder and other skilled workers under the supervision of maintenance coordinator.
- **CCTV, Security etc:** A network and system administration team has been assigned to manage internet connectivity and the CCTV surveillance system. External agencies assist maintain LCD projectors and air conditioners. The entire premise is guarded by security personnel who work under the supervision of a security supervisor.