

#### **4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.,**

##### **Response**

The Institution follows an explicit procedure for Maintaining and Utilizing system of physical, academic and equipments of the college for several years.

##### ➤ **Building infrastructure**

- During all maintenance and up gradation work related to civil and electrical a supervisor is assigned by the college authority to verify the work.
- All minor faults are attended and repaired immediately by technicians, carpenters etc.
- Maintenance of toilets and service areas are done daily through House Keeping.

##### ➤ **Furniture and Classrooms**

- At the beginning of every academic year, proper availability of blackboards, lighting, and furniture in classrooms etc. is taken care.
- There is staff to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure. She brings to the notice of the authority the needs of repair work and certifies after the work has been completed during the year in regular intervals.

##### ➤ **Laboratory**

- Each departmental laboratory is having lab assistant and lab attendance for the proper maintenance of the laboratories.
  - ✓ Computer Laboratory
- Upgradation of software and hardware and maintenance of ICT facilities is done by the System Admin.
- The maintenance of laboratory equipment is done through help of the Lab Assistants and external experts.
- Maintains Dead Stock Register regularly to keep account of the non-functional equipment and infrastructure, like computers, printers, etc.
  - ✓ Science Laboratory
- Gas connection pipe line is checked regularly for any leakage by staff or by any able technician.
- Stock register is maintained by laboratory for keeping a list of chemicals, glassware and other instruments used in the laboratory.
- Maintains Dead Stock Register regularly to keep account of the non-functional equipment etc