

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

Under the procedures and policies for maintaining and utilization of physical, academic, and support facilities, institution assigned budget in the beginning of session for all maintenance of physical and academic support system and all the demands are called out by the concern cell or lab and other incharges for the maintenance and purchasing of new equipment, Meetings are organized time to time for optimal use of available resources.

- Institution has different committees for development. The incharges and members of the committees regularly observe the maintenance of physical infrastructure and academic support system throughout the year.
- The incharges and members submit the demands related to the maintenance and equipment for the different labs and laboratory.
- Grievance related to maintenance, new equipment's and cleanliness are collected through Grievance cell and forwards to principal.
- All the classes, cells and labs and other area maintenance is observed and verified by the IQAC with Principal.
- Regular maintenance of labs equipment's are done by the assistant.
- Regular cleaning of water tanks, proper garbage disposed, pest control, lands capacity and maintenance of lawns is done by institute fourth class employees.
- Regular cleaning of classes, labs, offices and toilets is done by sweeper of the institution.

Maintenance of electric supply and equipment's of whole institution is done by the electrician of the institute.

- Maintenance of ICT resources and computers are done by computer instructor and outsourcing agents, when required.
- All maintenance is monitored through regular inspection.
- Maintenance of wooden, paint, construction related plumber, water cooler and water purifier is done by outsourcing agents.
- The maintenance of reading rooms and library is done by the library staff.
- The optimal institution of infrastructure is ensured by the management that facilities smooth and regular functioning of the college.
- Meeting at the college level and departmental level are held to plan for the optimal use of the available infrastructure.
- Maintenance committee ensure that the budgetary allocation is used optimally part of budget is spent on the up keen and maintenance of the infrastructure.