

4.4.2

The college administration has adopted a transparent system regarding procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports infrastructure, computers and class rooms etc.

Procedures for maintaining and utilizing physical, academic and support facilities:

(i) Physical Facilities Maintenance:

The college has framed a College Development Committee and repair and renovation Committee to look after the maintenance of buildings, class-rooms and laboratories. The maintenance work is done round the year to ensure the effective utilization of physical, academic, and support facilities. The College Development committee assesses the requirements and tries to address the infrastructural related problems in college. The college building comprises of classrooms, laboratories, Principal office, office, staff rooms, library and toilets. The college building demands renovation or maintenance from time to time. In order to renovate any part of building, a certain mechanism is followed. The college repair and maintenance committee examine the repair work. Depending upon the requirement, a market survey is conducted and the work is executed after completing all the codal formalities at competitive rates at shortest possible time. In case of major infrastructural requirements, the college development committee writes to the Civil executing agencies to submit a DPR for a particular project. The DPR is submitted to the administrative department for approval. The approved DPR's are tendered by the Civil Executed Agencies and the work gets executed. The purchases of the college are mostly carried through Gem or approved agencies. Cleaning of water tanks, plumbing and civil works are undertaken periodically. Attending to leakages, meeting out water shortage, maintaining drainage lines, monitoring garbage disposal are some works that are regularly done through repair and renovation committee. Sweeping of classrooms, staff rooms, stair cases, corridors, seminar halls and toilets are done daily by the sweepers. Dustbins are placed at suitable locations inside the college building and in its premises. The whole campus is brought under the surveillance by the installation of CCTV camera at various points for protection. The Chowkidars work round the hours for ensuring security and safety.

- (ii) **Academic Facilities Maintenance:** The College adopts admission procedures off line and on line but before the commencement of Admission, Admission committee is framed that does the admission for new session. The admission process is based on intake capacity. In order to maintain academic standards, the college starts class work immediately after admission process is over. It is ensured that the Classes/Practical is conducted regularly as per timetable. In addition, series of lectures are arranged to give exposure to students in diverse fields including career planning. The teachers are encouraged to assess the preparedness of students regularly by conducting oral and written tests. The teachers are also encouraged to use Modern teaching aids for effective communications.

During the assessment tests, more rooms are required to accommodate the appearing students. At that time, the tests are conducted shift wise to accommodate the appearing students. The staffroom for the members of staff is located very near to the classrooms so that the students can contact the teachers whenever they want. The classrooms are opened an hour before the commencement of college and are kept open until the students leave the room. Display of identity card is must for everybody in the campus which is checked by the gatekeeper.

- (iii) **Laboratory Maintenance:** There is a laboratory assistant and bearer in each lab to maintain the lab. The college purchases the new laboratory equipment after receiving the requisition from the Head of Department through purchase committee of the college. The administrative department sanctions grant for the material supply of laboratories each year. A stock register is maintained in each laboratory. Regular maintenance and periodical inspections are done for safe electrical and chemical equipment in the Science laboratories. laboratory assistants and electricians inspect the instruments regularly for effective functioning of the equipment and for ensuring safety. In the Physics laboratory, electrical connections are periodically checked by the electrician. Chemical substances and acids in chemistry department are maintained as per the approved norms. Faculty and laboratory Assistant of every department check if the equipment of the laboratory and department are well-maintained and well-protected. Stock entry of all the equipment, instruments, chemicals, specimens and computing devices etc. is done every time on purchase. For any kind of maintenance or repair, the laboratory staff in-charge reports to the Head of the Department, and he/she forwards it to the principal and the repair work is carried out by the concerned service provider. Minor technical problems occurring in computers are handled by the concerned faculty members. Main server and accessories are installed with online UPS power backup. Computer Application faculty and laboratory assistant assist in maintenance and repair of computers within the Campus. Working of LCD is checked on a regular basis by the faculty. Students are instructed to follow utmost care during the use of systems to avoid system failure due to improper usage. Computer lab equipment such as computers, printers and projectors are constantly monitored by the laboratory assistant and faculty. Periodic up dation and anti-virus scans are run regularly to protect the computers from malware.
- (iv) **Sports Facilities Maintenance:** The Games and Sports section in the institution is being looked after by the Physical Training Instructor. All the sports materials and equipment are stored in a sports storeroom under the supervision of the Physical Training Instructor. The Physical Training Instructor maintains the record of all the sports equipment available in the college. The college purchases the new sports equipment after receiving requisition from physical training instructor through purchase committee of the college. Students are allowed to use the sports materials only after signing the register and return the same after their sports activities is over. There is a playground inside the campus where students play different outdoor games like volleyball, cricket, Kho-Kho etc. The college has facilities for indoor game table tennis also. The playground is cleaned and all the courts are marked before the start of the academic year and the inter-college tournaments. The playground and Badminton court are well-maintained by the need-based

workers. Sports equipment are checked regularly for their maintenance. The old worn-out sports equipment is replaced when required.

- (v) **Library Maintenance:** The college has framed a library committee, which meets at regular intervals to discuss various issues related to library facilities, services, and activities. The committee works towards improving the overall library infrastructure and resources to make it user friendly. The library is taken care of by the librarian and library support staff. The college library has subscribed to NLIST programme of INFLIBNET. Users can access the journals and search for books. The library has set its own rules and regulations. Whenever books are purchased, they are enlisted in the accession register and later, they are made available for the students and faculty. Each student at the beginning of the first semester, are issued a library card and they are allowed to borrow the books during their needs. Returning of the borrowed books is mandatory in the case of both students and faculty members at the time of leaving the institution. In the Library, all books are arranged subject wise. The library support staff help in maintaining the books and the other infrastructure in the library. Damaged books are bound in the library. On request from each department, a list of required books is prepared and procured for the next academic year. A nominal penalty is levied for delay in returning the library books or losing them. worn out and damaged books are identified and replaced regularly based on the needs. The termite sprays are used to safeguard books from the termites. In the library, the visitors have to sign in the register before entering the library.