

**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 college has various committees like construction, purchase, write off and maintenance and cleanliness committees formed by the Principal to systematically maintain and utilize its infrastructure and support facilities. The institution follows a proper mechanism for the assessment of the requirement, for all the purchases, their maintenance, and writing off respectively.

At the end of every session, the Principal, in consultation with all the staff members, reviews the infrastructure and other facilities and finds out the fresh requirements. The Principal deposes the staff with stock-taking to verify, check, and recommend the repairable and disposable items. For minor repairs, the Principal sanctions the expenses as per norms. Significant repairs and requirements are put before the governing body for final approvals. For disposable items, write off committee verifies and makes recommendations to the Principal for final approval. After that, the items are disposed off by the write-off committee as per rules.

**Laboratories:** H.O.Ds and in charges of laboratories take due care of their respective departments and laboratories. They assess the requirements and submit that to the office. After discussion with and approval from the Principal, the quotations are invited by the purchase committee through the office. These quotations are opened in a meeting with the Principal and approved in the presence of committee members. Then, a letter of intent is sent to hire the services or purchase the equipment. Equipment in the labs is repaired on regular basis as per requirements. For the maintenance of computers, engineer is hired on the basis of requirements.

**Sports Amenities/Facilities:** Sports facilities, including the gym, are maintained and are utilized under the guidance of H.O.D. Dept. of physical education cum convener of sports committee. The students optimally use these facilities in free periods for fitness and to get training to participate in various competitions.

**Auxiliary/Support facilities:** First aid, common medicines and medical facilities are provided to the students as per requirement. The wheelchair is available for divyangs and others. The common room facility is there for the students to relax. The college canteen provides healthy and fresh food and is checked frequently by the canteen committee. I.C.T. enabled two halls are available to organize various activities. Full-time gardeners maintain the landscape of the college with lush green lawns. CCTV surveillance for security and covered parking area accommodate a large number of vehicles. There is regular service of R.O.s equipped water coolers. We have installed three generator sets and six inverters for uninterrupted power supply. 20KVA solar power panel is installed to promote renewable energy

**Academic Infrastructure:** Academic infrastructure available in the college is optimally utilized through time table. At the beginning of the semester, time

table committee is framed. The committee takes into consideration the requirements according to the workload submitted by H.O.Ds. Then the timetable is prepared to ensure the optimum utilization of the infrastructure. There is regular classroom construction if required due to the introduction of new programmes or increased students' strength. Thus, the institution has a modest space with all the necessary and latest facilities to cater to all the requirements of the students, faculty, and other stakeholders.