

**PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL,  
ACADEMIC AND SUPPORT FACILITIES -LABORATORY, LIBRARY, SPORTS  
COMPLEX, COMPUTERS,CLASSROOMS ETC.**

The physical facilities including laboratories, classrooms and computers are made available for the students those who are admitted in the college.

Standard Operating Procedure(SOP) is followed by constituting various Committees like Purchase Committee, Finance Committee ,Library Committee, Building Committee, Maintenance Committee ,Clean and Green Committee, Software Maintenance Committee, Hostel Committee, Canteen Committee, Laboratory Maintenance Committee, Sports Development Committee, Fine arts Committee, Furniture Maintenance Committee etc.,

- The maintenance and the cleaning of classrooms and laboratories are done by the non-teaching staff.
- The campus maintenance is monitored through surveillance cameras.
- With the help of full time sweepers (2) and part time sweepers (6) cleanliness of Classrooms are maintained.
- The Security guard of this institution play a vital role in protecting the students in the college as well as in the hostel.
- Fire Extinguisher (25) is installed in the institution as a precautionary measures to avoid unexpected happening.
- Since water is an important factor to the staff and students community, necessary ground and RO Water is provided.
- Parking facility is well organised and efficiently maintained by infrastructure Committee.
- Periodic reporting on requirements of furniture, repairs and maintenance are submitted by the HODs to the Principal. The requirements are collectively processed in every semester break, so as to keep things ready for the upcoming semesters.
- The college has adequate number of computers with internet connections.
- The departments and the staff can make use of the computer system with internet at their seating places.
- The college website has been maintained regularly by AMC

- Optimum working condition of all properties/equipment in the campus is ensured through Annual Maintenance Contracts (AMC)
- The civil, electrical work and plumbing is adequately monitored and maintained by Infrastructure Committee.
- Record of maintenance account (log books) are maintained by lab attenders and supervised by the HODs of the concerned departments.
- Proper inspection is done and verification of stock takes place at the end of every year.
- The requirement list of books for library is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
- The library has special facility for the physically challenged students by setting up ramp.
- Pest Control for Library books and records is done every year by the maintenance Committee.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in examination.
- The proper account of visitor – students and staff on daily basis is maintained.
- Other issues such as weeding out of old titles, schedule of issue/return of books are resolved by the library Committee.
- Indoor and outdoor games are available within the college premises for development of sportsmanship.
- Annual sports are conducted every year and prizes are distributed to the winners. Students are performing cultural programs during Annual day celebration and talents