

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

As our College has huge campus, so college ensures optimal allocation and utilization of the available resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

### **\*Computers and Computer Labs-**

Two computer laboratories established by UGC funds are used to maintain computers in the college. Computer maintenance is done regularly and non-repairable systems are disposed off from time to time. Record of maintenance account is maintained by lab technicians and supervised by HODs. The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians according to need. The lab instruments are cleaned regularly and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs. There is systematic disposal of waste of all types such as e-waste.

### **\*Library-**

The requirement and list of books is taken from the concerned departments. After ratification by Library Committee the finalized list of required books is duly approved and signed by the Principal. Every year in the beginning of session, students are motivated to use e-shelf, N.-List, INFLIBNET etc. The Library has a book bank facility for needy students of commerce and there is special facility for physically challenged students by giving their work priority and assistance by library attendant. Suggestion box is installed inside the reading room to take feedback. This helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors on daily basis is

maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

### **\*Sports-**

Regarding the maintenance of indoor Badminton/ Volley Ball court / Table Tennis Courts /Gym on the college sports in charge consult coaches. In their guidance accommodates are arranged.

### **\*Classrooms-**

The college has a building and maintenance committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. With the help of the two full time sweepers cleanliness of class rooms is maintained. They are well equipped with proper tools of cleaning. A maintenance complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and energy conservation by careful use of electricity in classrooms. Under Building Committee, Maintenance Committee and Beautification Committee the technicians, masons, plumbers, carpenters etc. ensure the maintenance of classrooms and related infrastructure. Above all the whole campus is under CCTV surveillance for security.