

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities. The procedures are given below:

### **Laboratory**

All the laboratories are well maintained, lab in-charge and staff in-charge are taking care of maintenance works. Well established procedure is available for service and maintenance of lab equipments. Request for approval of maintenance / service is made through proper channel. Lab technician periodically maintains all the equipments.

### **Library**

The Library of the Institute is stacked with thousands of books and periodicals. These materials have been arranged neatly in the prescribed order. Pest control is being done regularly.

Established procedures in Library

- All the members of the Institution are eligible to get library membership. Library users have to register their details in the entry register, whenever they visit.
- Faculty, staff, students, research scholars of the Institution need to fill up library membership form
- The students can use the borrowed book(s) upto 21 days time, and faculty members can use the books upto a semester. The book(s) can be renewed if there is no reservation for the particular book. Late return of the book will earn fine of Rupee one, per day.
- Valid ID card must for utilizing library services and reference books and periodicals will not be issued. The borrower is the responsible for the book(s) borrowed against their membership.

### **Physical Education Department**

The department is taking care of maintaining the sports and games of the institution.

Qualified and experienced markers are available to maintain the sports field.

**Maintenance of Computers and IT facilities:** The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. There is an ICT cell in the college which looks after the maintenance of the computers and facilities. Employees are also entrusted with use and maintenance of these facilities.

**Classroom facilities:** The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements and the purchase committee is apprised of the requirements. The purchase committee makes the purchases after approval from the Principal. There are projectors in as many as eight classrooms, besides smart classrooms.

The NSS unit maintains the social services within the campus and outside it.