

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)

Response:

Infrastructure and support facilities are added/upgraded and maintained based on inputs from stake holders through feedback, maintenance books and suggestion boxes. Need of facility addition/upgradation is discussed at different forums viz; College Board of Trustees, College Development Committee, IQAC and Programme Planning Committee (PPC). Implementation is monitored at various levels.

General maintenance:

- Structural Audit of building once in 5 years
- Annual water-proofing audit
- Plumbing and sewage drainage cleaning by professionals
- Frequent Fogging for mosquito control
- An office staff takes care of daily campus cleaning duty chart
- Maintenance of Book stall and Canteen by the respective service providers

Optimal usage is achieved by

- 1) Staggering the time table to allow maximum usage of classrooms, laboratories and Yogsadhna Kendra.
- 2) Extending the facilities such as library, laboratory resources, Yoga centre and sports facilities to alumni, sister institutes, neighbourhood schools, senior citizens and local community.
- 3) Scheduling add-on course classes, sports coaching and Taekwondo classes on holidays and beyond regular college hours.
- 4) Booking system to conduct activities at seminar halls, amphitheatre, open air stage.
- 5) Interdepartmental sharing of IT resources is facilitated by LAN.
- 6) Specialized equipment at the multi disciplinary research centre is shared by departments.
- 7) Appointment of lady sports instructor to ensure maximum participation of girl students.
- 8) Rainwater harvesting which makes the college self-sufficient in water for nondrinking purpose.

Effective maintenance of the facilities is ensured by

- 1) Promptly resolving minor infrastructural problems with the help of a team of in-house technicians that includes an IT expert, general maintenance technician and Gardner.
- 2) Periodic stock checking and auditing of Laboratories and Library.
- 3) AMC for physical facilities including some laboratory equipments, fume hood, fire extinguisher, hardware/software, water purifiers and coolers, Air conditioners, Elevator, Paper shredder machine, Biometric machine, EPABX intercom system, CCTV and Pest control.
- 4) In-house technician for regular maintenance and trouble shooting of laboratory instruments.

SOP/Procedure for maintenance of facilities:

- 1) Weekly report of working of computers/projectors and all ICT facilities are generated and action is taken.
- 2) Committee constituted to take care of attendance software, website maintenance and back up.
- 3) Library committee takes care of requirements, upgradation of SLIM 21 software and recommend infrastructural repair and maintenance.
- 4) Stock verification, binding of damaged books and weeding out are carried out annually. Register for recommendation of books/journals/magazines is maintained.
- 5) Major repair work of Laboratories is discussed by HODs with Principal and Management. For major works, at least 3 quotations are invited.
- 6) SOPs and User manuals for laboratory equipments are maintained. Record book is maintained for usage of chemicals shared by multiple departments.
- 7) Sports committee ensures purchase of sports equipment as per requirements. Stock register is maintained. Annual weeding out is done by the committee.
- 8) Teachers, division representatives and students, report infrastructural malfunctions through the maintenance register kept in library.
- 9) Administrative office ensures Binding of important documents such as GR and Results. Annual weeding out of records. Automatic RAID mirroring is configured in Dell server.