### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The academic facilities consist of classrooms, computer laboratories, language lab, library, tutorial rooms, seminar halls, auditorium. Regular housekeeping of all is carried out on a daily basis through support staff.

The physical and support facilities consist of the entire academic complex, the parking area, the canteen, security, solar panels, lifts, rain water harvesting facility, the fire fighting system, generator, etc.

The college has a centralized maintenance department for the building maintenance. Any Maintenance (regarding carpentry, plumbing, civil, electrician) work required is carried out by in-house personnel from the maintenance department.

Management takes decisions on major infrastructure issues like painting, infrastructure changes to meet the University requirement.

IT support staff is there for maintaining computer labs, they help to resolve the problems faced by staff regarding computers hardware and software, printers or internet connections etc. IT manuals are prepared for standard operating procedures. Data backup is taken at regular intervals.

College has a generator backup system for any electricity supply failure or voltage fluctuation. Dos and Don'ts are prescribed and displayed prominently in laboratories, library so as to minimize incorrect use and thereby maximize availability of all facilities.

Maintenance register has been kept at the reception and staff makes entry of fan, light or any equipment not working in the classroom or lab or passage. Maintenance department person takes follow-up of the complaint and sees to it that it is resolved and accordingly work is carried out.

The procedure of daily cleaning, maintenance is followed and looked after by the Housekeeping Department of the college. Cleaning staff keep records of work done by them

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Infrastructure maintenance checklists are maintained in each area of the college.
For maintaining and utilizing physical, academic and support facilities the major steps taken for location, upkeep and maintenance of equipment.

Regular garden work is maintained by the maintenance department to keep campus green. Safe water supply at prominent places and an adequate number of water reservoirs is there in place.

The usage of all the facilities and equipment is done with an objective to maximize usage as well as life of the facilities.

The available physical infrastructure is optimally utilized beyond regular college hours, to conduct certificate courses, co-curricular activities/extra - curricular activities, parent teacher meetings, meetings, seminars, conferences etc.,.Centralized booking is done for utilization of facilities such as auditorium, seminar halls ,conference rooms etc.

It is used as an examination center for Government examinations/University Examinations like CA.

Student and faculty members are permitted to borrow books and other material from the library. Students also use the DELNET facility to access ebooks and databases. Digital access is provided to students, research scholars, research guides, visiting faculty and full time faculty.
Sport equipment is available at the sports center and can be borrowed after following due process. There are multiple sport facilities to keep our students engaged and physically fit. The campus has indoor and outdoor game facilities like football, volleyball, tennis, badminton, basketball, table tennis, carom and so on.

Dos and Don'ts are prescribed and displayed prominently so as to minimize incorrect use and thereby maximize availability of all facilities.

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