

PROCEDURES AND POLICIES

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports facilities, computers, classrooms, etc.

Response: It is evident from the following facts that there are established systems and procedures for maintaining and utilizing physical, academic and support facilities

LABORATORY: Utilization: All the labs are used for the conduction of regular academic activities as per the timetable which is prepared before the commencement of every semester.

Maintenance: Before the commencement of each semester, the lab in charge checks the stock of consumable resources and the working condition of the lab equipment. After the approval from the concerned authority purchase of resources or repair work of the non-working equipment is undertaken.


LIBRARY: Utilization: The library's book transactions are done in the register. The students aspiring to use the reading room must enter their details such as name, department, login and logout time in the register kept at the library entrance.

Maintenance: Qualified library staff is employed for the maintenance of the library. The budget allocation is made at the beginning of every financial year for the maintenance of the library. Based on the requirement given by all the subject faculties, the chief librarian prepares the consolidated list of the books and Journals to be purchased and seeks approval from the principal and the library committee. Quotations are called from the various booksellers regarding the percentage of concessions that can be provided by them on the different categories of books. A comparative statement is made and the firm giving the highest concession may be asked to supply the books to the library.

SPORTS FACILITY: Utilization: The sports facility is made available to all the students throughout the year. Any sports equipment required by the students is given to them after duly entering into the register maintained by Physical Education Department. **Maintenance:** Maintenance of the sports complex is supervised by PED. Any sports equipment/facility required for the students is proposed to the higher authority by PED. The procurement of all the equipment/facilities is carried out after approval from the higher authority.

COMPUTERS: Utilization: For labs, computers are used as per the timetable prepared at the beginning of every semester. **Maintenance:** All the computers are covered under AMC. If any additional software or upgrading of the computers is required, the requirements are proposed to the higher authority.

CLASSROOMS: Utilization: Classrooms are used for regular academic activities (teaching and examination) as per the timetable. **Maintenance:** The maintenance of classrooms such as cleaning is carried out regularly with the help of housekeeping staff.


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AUDITORIUM: Utilization: The auditorium is used for Cultural Programs, examinations, Assembly and to celebrate any national and international days. Maintenance: The maintenance is carried out regularly.

SEMINAR HALL: Utilization: Seminar halls are utilized to conduct seminars, workshops, etc. The prior permission will be taken by the Principal/HOD. **Maintenance:** Seminar halls are maintained by the respective departments regularly. The various facilities like canteen and parking facility are maintained by respective service providers. The Gymnasium and playgrounds are maintained by PED. Fire safety equipment is installed in various blocks, and maintained by the respective department.


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