POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS
2018-19

•   The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding monthly meetings of various functional committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

1. **Laboratories**:
   Record of stock account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments. All the laboratories are maintained by the calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises and every time maintain the annual maintenance policy regularly

2. **Library:**
   a). The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.
   b). Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
   c). To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
   d). Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
   e). SOUL (Software for University Libraries) fully automated software with version 2.0 is using since inception of the Institute 2006 in Library and also maintain the digital Library by providing NPTEL lectures , DELNET , J Gate etc.,
   f) The maintenance of the reading room and stock verification of library books are done regularly by library staff.

3. **Sports:**

   Regarding the maintenance of sports equipment the college sports in charge is deputed. The students of our Institute has participated in Volleyball Cricket, Kabaddi during the session 2018-19 inter-collegiate championship at Welfare Institute of technology and Management.. During 2018-19 , sports Competitions are organized by the college.

4. **Computers: -**
   1. Centralized computer laboratory established to enrich the students.
   2. ERP software is used for maintaining faculty and students details.
   3. Each Department having appropriate computers for their requirements.
   4. Internet and WIFI Enabled campus.
   5. Open access journals facilities are available.

5. **Class rooms:**
   1. The college has various functional committees along with class teacher for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.
   2. Administrative officers will take in charge for student's academic requirements by, the consulting all the HODS .

6. **Additionally:**
   1.. Regular cleaning of water tanks, maintaining the R.O water purified plant, proper garbage disposal, pest control, landscaping and maintenance of lawns are done by Institute concern Employees.
   2. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi with broadband and also CC cameras.
   3. There are lab instructors in every department, who maintains the stock register by physically verifying the items round the year.
   4. Department wise annual stock verification is done by concerned Head of the Department.
   5. Regular maintenance of Computer Laboratory equipments is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.
   6. College campus maintenance is monitored through regular inspection through administrative Audit.
   7. Updating of softwares is done by lab assistants.
   8. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
   9.. Regular maintenance of the water cooler and the R.O water purified plant is done.

PRINCIPAL
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