

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

The college shall ensure the optimal allocation and use of available resources. It provides financial resources for the maintenance and management of the various facilities by various committees set up for this purpose.

Maintenance records of the laboratories are maintained by the laboratory technicians and monitored by the HRs of various departments.

Other arrangements for laboratory maintenance are as follows the calibration, repair and maintenance of sophisticated laboratory equipment is carried out by the technical staff of various vendor companies.

Library: A list of needs and books is obtained from the relevant department and discussed with the HOD. The final list of required books is approved and signed by the Principal.

To ensure the return of books to students before examinations, the library requires students to return books "free of charge".

A daily register of visitors (students and staff) is maintained. Other matters such as the removal of old books and the timetable for the transfer and return of books are coordinated and decided by the Library Committee.

Sports: All the Sports and games facilities are maintained by Physical Director and the sports staff.

Computers: Sufficient funds are allocated for the maintenance of computers in the college. The systems are maintained regularly and systems that can no longer be repaired are disposed of.

College development funds are used for maintenance and minor repairs to furniture and other electrical equipment.

The classrooms are kept clean with the help of fulltime sweepers.

They are well equipped with modern cleaning equipment such as mops, gloves and floor cleaners etc.,

A complaints book is kept in the office where students and teachers can write down their problems and these are solved within the stipulated time.

The students are encouraged to be clean and motivated to save energy by using electricity judiciously in the classrooms.

The college has a workshop where small repairs to furniture are carried out. The college employs technicians, plumbers and carpenters to maintain the classrooms and other infrastructure.