

### **Procedure & Policies for Maintaining and Utilizing Physical, Academic Facilities**

The Principal being the head of the institution has been designated and responsibilities of implementing the policies and the decision management. As laid down by the institution following procedure is in utilizing the facilities: The classrooms are allotted to subject wise the timetable committee at the beginning of each academic year. There are also assigned to subject wise batches of UG student's in Micro teaching group. Optimum utilization of available space and resources judiciously. The librarian has developed a system for the optimal utilization of the books and journals. There is an entry register for students and staff members. The students have a free access to the books, journals in library. College has provided laptops to be used by faculty members. Major equipment purchased and recorded in the stock register. Stock checking is carried by the Committee appointed by the Principal. To ensure continuous supply for laboratories and research equipment college has installed Generator. College provides safe drinking water to staff and student installing purifiers. Fire extinguishers are fixed to protect the building from incidents.

There are 16 CCTV in the campus to monitor working and record campus has a clean ambience due to good maintenance. The college has appointed staff for maintenance and repair of the infrastructure. The college procures services for Plumbing, Electrician repairs and electric replacements, Repair of furniture and fixtures, septic tank, Ground cleaning, etc. The college has appointed a sweeper worker. For repairing of building and coloring, our parent society has civil contractor for all the civil works to be undertaken in our Class rooms, Office, Library, Staff room, Principal Etc. Gymkhana is cleaned on very regular basis. We are maintaining sport scooter and cycle stand and cleaning is done by a sweeper. For safety of students, staff and other assets we have security personnel to look into premises. For all major construction / renovation works, the funds are provided by our parent society. Minor works and maintenance work is carried out. Computers maintenance is assigned to the expert appointed. The college library is kept dust and pest free with vacuum cleaning. College looks after the cleanliness of the campus on rotation basis monitoring and checking of LPG connection is carried out by Bharat Petroleum Company.

