

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities

The College follows established procedures for maintenance and utilization of all infrastructural facilities. A. Maintenance

- (i) College buildings are maintained through regular checks and repairs every year. Furniture repairs are generally done during the summer vacation. The maintenance of classrooms, laboratories, including electrical fittings, is done as and when required. This is done on requisition from Heads of Departments/Faculty members who inform the Office Superintendent/Administrative Assistant for the servicing/repair.
 - (ii) The Head of Department proposes the annual budget for maintenance of departmental infrastructure for the academic year. It is then subject to approval by the finance committee and the College Management.
 - (iii) Computers and reprographic facilities are maintained through AMCs. Laboratory equipment are serviced through AMCs annually /as per the need.
 - (iv) Laboratory stock registers, library books, furniture, computers and electrical fittings are audited annually by the stock verification committee that consists of both teaching and administrative staff. The Campus Committee constituted by the parent body DDMS headed by a chairperson oversees the overall campus maintenance.
 - (v) A write-off committee comprising of the Principal and senior staff members is responsible for disposing computers, office/laboratory equipment and library books that cannot be repaired.
- B. Utilization
- (i) Common facilities such as seminar halls and auditorium are utilized by the entire college for academic/extracurricular activities. An Events register is maintained in the office in which all requirements are entered in advance by the concerned In-charge staff. The Office Superintendent coordinates with the concerned faculty for optimum utilization of common facilities.
 - (ii) The Timetable Committee looks into the allocation of computer labs for conducting UG and PG practical sessions. There is judicious use of the labs for presentations/seminars during free hours. The Career Guidance and Placement Cell (CGPC) uses seminar halls for conducting placement drives and computer labs to conduct online placement exams. Computers, printers/scanners are also provided to all departments as per the requirements.
 - (iii) The Library Committee ensures upgradation and optimum utilization of library resources. Purchase of books and journals is done regularly based on requirement. The library is also equipped with computers having internet facility to be used by students for projects and assignments. The library is optimally utilized by students during the scheduled library hour or during their free time.
 - (iv) The college has good

sports facilities for both intercollege and intra-college competitions. The well-equipped college sports facilities are used by staff and students either before college hours or after college hours for fitness training and Yoga sessions. The spacious basketball court, is utilized by students for regular practice between 6AM to 8AM and 4PM – 6PM. The Physical Education Department maintains a Sports Attendance Register for students. The department also has facilities for Indoor games availed by students and staff during free hours. The Physical Director allots the facilities to students on a rotation basis, based on entry in the Log Register. Students can avail sports material by entry in an Issue Register maintained by the Department of Physical education.