

4.4.2: Systems and procedures for maintaining and utilizing physical, academic and support Facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Laboratory

Maintenance:

- A faculty member (Lab in charge) is assigned to take care of routine maintenance of machines/equipment, infrastructure and furniture in a laboratory.
- In case, any requirement or maintenance related issue, Lab in charge/ HOD forwards application to Principal, after verifying and identifying necessary action for repair or replacement, he gets the task completed.
- Lab equipment maintained with proper maintenance schedules, breakdown, and routine and planned maintenance. Calibration of laboratory equipment is done periodically as per the specifications of the equipment.

Utilization:

- Laboratories are utilized for various purposes like conduct of experiments, practical classes as per scheduled time table.
- Laboratories are also utilized for conducting University practical examination, viva-voce.
- Laboratories are also utilized for research, testing etc.

Library:

The Library works on Open Access basis. The stack of books and journals are maintained separately. Previous journals are preserved. Post Graduate level dissertation theses are maintained separately.

The library collects duly filled recommendation forms from the departments for purchasing books.

- A Library Committee headed by a Senior Faculty Member is constituted and departmental library coordinators are the members of this committee. They conduct review meetings from time to time and bring about the requirements of new purchase of books/journals etc.
- The books which are already available and the books, of which sufficient number of copies are present in the library, are eliminated from the recommendation list. While purchasing new books, it is seen that the number of titles are increased rather than increasing number of copies of the existing title.
- Quotations are called from at least 3-4 reputed book suppliers and the comparative statement is made. Then it is submitted to the Principal for approval. After negotiation with suppliers, purchase order is raised in the name of the supplier whose quotation is approved in meeting.
- A copy of purchase order is submitted to the Accounts Section for their records.

Maintenance:

- Frequent application of anti-termite chemical, insecticides and pesticides is done to enhance the life of books.
- Housekeeping, cleaning of racks, dusting is done regularly.
- Book binding, periodicals binding; good stacking of news papers is done.

Utilization:

- Separate reading room for staff and students are available for study in Library and a register is maintained for making entries and exits of the readers.
- For borrowing books for a period of a week or so, Library cards are prepared for both staff and students and they can take books home for a week.
- For SC-ST category students, Book-Bank facility is available through which all the books required for a semester or year are issued.

Sports Complex:

Maintenance:

- Requisition is made for the purchase of new equipment for indoor and outdoor sports activities and Infrastructure and maintenance committee presents the same before the College Management for approval.
- Quotations from vendors are obtained.
- Maintenance of ground through regular weeding and leveling is done.

Utilization:

- The sports equipment, ground are supervised and maintained by sports in-charge
- Provision of the facility is done for the students of the college for practice.
- College level, intercollegiate level and University level competitions are organized as per policy of the Institution.

Computers and ICT facility:

Maintenance:

System Administrator and Technical Assistants are working in CSE Department.

- The task of system administrator is to establish and maintain IT infrastructure in the campus.
- Computer systems in the college are connected with LAN connectivity.
- Licensed software and open source tools are available as per requirements
- Inspection and servicing activities are being carried out once in a semester.
- If the IT related equipment not working properly then concerned person reports about the same to the Principal through HOD and then complaint is forwarded to CSE department.
- The complaint is resolved on urgent basis.

Utilization:

- Computers are issued to principal office; head of the department office, accounts, library, admin office, and laboratories for optimum use by staff and for students,

every department has computer laboratory in which students can utilize the computing and internet facility.

- A classroom with ICT facility consists of overhead LCD projector, internet facility, CCTV camera for lecture presentation through PPTs.

Classroom:

Utilization:

- Allotment is done as per the lecture schedule in consultation with the timetable committee and head of the institution.
- Apart from teaching learning activities, classrooms are utilised for conducting University examination, competitive examination, guest lectures, training sessions etc.

Maintenance

- As per need, some classrooms are equipped with projector to facilitate use of modern teaching aids.
- For any additional requirement/maintenance in furniture (dual desks), HOD forwards an application to the Principal for approval.

Procedure for Civil Infrastructure Maintenance:

Buildings & Roads

- Periodically all the buildings are inspected and repairs are carried out as per the maintenance budget.
- All the buildings are painted with quality paint as per requirement.
- Wall cracks and roof cracks are identified and filling is done by using suitable materials.
- All the roads are maintained whenever necessary.
- Greenery (Lawns, Plants & Trees) Stretches are maintained inside the campus.

Housekeeping and Gardening

- Supervisor is appointed in the institute for cleanliness and it is maintained with the help of separately recruited housekeeping staff.
- Each housekeeping staff cleans his/her assigned area twice a day.
- Six gardeners are recruited to take care of the lawn in the campus.
- Lawn and nursery is maintained by using water from Sewage Treatment Plant.

Electrical Maintenance

- The working conditions of the electrical equipment/fixtures are periodically checked, if need be, are replaced.
- Minor repairs are carried out by the technicians. When a major repair occurs, service report is obtained from industry person. Approval for service of equipment is obtained from concerned in charges.
- Service register is maintained by electrical maintenance cell.