

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

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

Laboratory- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows: The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises. Centralized computer laboratory has been established and maintained in the college. Computer maintenance through well trained technical staff is done regularly and non-repairable systems are disposed off.

Library- To promote a spirit of continuous learning among its students, we assure peaceful and enriching hours in the Central Library. Air conditioned central library that has a seating capacity of 300. In this fully automated library, students and staff members can search the books by author, title, Acc. No. Publisher or subject heading and their availability. Our Central Library is an institutional member of prestigious libraries such as the DELNET, AICTE – ELSEVIER, AICTE – IEEE Delhi.

Sports: Regarding the maintenance of indoor games like Badminton, Table Tennis, Chess & Carom, Gym Fitness Equipment and outdoor games like Foot ball, Cricket, Volley ball, basket ball etc. college sports coaches consult the management staff and based on allocated fund the maintain the equipments.

Classrooms- At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance of furniture and other electrical equipments. With the help of the full time sweepers cleanliness of class rooms is maintained. A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.

Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by a full time gardener. Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts

Transport

The College has a fleet of 30 buses to transport students and staff from various parts of the city and its neighborhood areas to the College and back home. Transport facility will be arranged to every student. Every student is expected to avail the transport facility to enable him/her to be punctual to come to the College. Buses have been cleaned by the drivers and maintained by the transport Incharges.