

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)

In purchasing, utilizing and maintaining the equipments, the college follows the systematic procedures.

## **1. Laboratory**

### **1(a) Laboratory Maintenance**

- ✓ In all departments, Stock Register is maintained to enter all details.
- ✓ In each department trained lab-assistants are appointed.
- ✓ The Principal appointed a committee to verify the internal stock. Various actions were considered based on the committee's recommendations.
- ✓ In every academic year, the labs were painted and the materials were maintained regularly.
- ✓ Based on annual maintenance contract, the equipments and instruments are serviced.

### **1(b) Laboratory Utilization**

- ✓ Based on lab timetables.
- ✓ Based on the available theory subjects, the practical papers were suitably supplemented.

## **2. College Library**

### **2 (a) College Library and its Maintenance**

- On all working days, the college Library works between 09:00 am and 05:00 pm.
- The library stocks are done based on the subject books, reference books, computers and books of competitive examinations.
- On every year, the stock verification is carried out internally.
- The arrangement of books in the library is based on call numbers in their corresponding subject rack.
- A register is maintained to record the attendance of users in the library.
- In the reference sections, the thesis of U.G and P.G are maintained.

- The availability of books is checked with the help of the software available in the computer.
- Suggestions given by the Library committee are discussed once in a year.

## **2 (b) Utilization of Library**

- In the library notice board, the newspaper clippings about jobs, admission notice, college news etc are made available.
- The library is made digital and the e-books or e-journals can be downloaded using the available computers in the library.
- A separate reading space is made available for referring periodicals of books which are used to prepare for competitive examinations like Bank exams, KPSC, UPSC, NET, SET etc.
- The students and faculty can borrow books from the library using the library ID cards.
- Scanning, printout facility from the internet are made accessible to the students.
- Inverter facility is available for backup of computers.

## **3. Sport Complex**

### **3 (a) Maintenance of Sport Complex**

- ❖ For the purchase and safeguarding of sports items a systematic procedure is maintained by adopting a register.
- ❖ The available one Physical Education Faculty will direct the students to participate in sports activities by training them in proper channel regularly.

## **4. Class rooms**

### **4 (a) Maintenance of Class rooms**

- ❖ In every academic year, the infrastructure such as furniture, painting, electrical facilities in the class room are checked regularly. Maintenance works are carried out if needed and the details are entered in a register available at the main office.

## **5. Computers**

### **5 (b) Utilization of Computers**

- The stock verification for the available computers are done separately in each department academically.
- The proper servicing of UPS, battery, computer accessories are done each year if needed and the details are maintained in a register available in each departments.
- Utilization of the computers by the students are entered in the log book.