

## **MAINTENANCE AND UTILISATION OF SUPPORT FACILITIES**

The college makes sure of optimal allocation and utilization of the available financial resources for maintenance and care of different facilities by holding well-organized meetings of various committees constituted for this purpose. Various committees are constituted for maintaining and utilizing the physical, academic and support facilities.

Laboratories – Annual verification of the laboratories is done and various registers, like Consumable Register (chemicals and glassware), Non-Consumable Register (equipment) and Bills file, are maintained in the departments. Record of maintenance account is maintained by laboratory technicians and supervised by Head of the Departments of the concerned departments. The following are the other measures for the maintenance of various laboratories: The repairing and maintenance of sophisticated laboratory equipment is done by the technicians of related owner enterprises. The equipment used in experiments are annually cleaned and maintained by the concerned departments; and record of maintenance is maintained by laboratory attendants and supervised by the Head of the Departments of the concerned departments. There is, orderly disposal of waste of all types, such as bio-degradable chemical/chemical and e-waste.

Library - The requirements and list of books is taken from the concerned departments; and Head of the Departments are involved in the process. The finalized list of the books required is duly approved and signed by the Principal. Every year in the beginning of the session, the students are motivated to register themselves in library to use. Suggestion box is also installed inside the reading room to take the feedback from the teachers as well as the students. Their continuous feedback helps the institution a lot in introducing new ideas regarding library enrichment. For appearing in the examinations 'No Dues' form from the library is mandatory for students to ensure the return of the books. Library also maintains a proper account of visitors (students and staff) on daily basis. Other issues such as weeding out of old titles, schedule of issue and return of books, etc., are chalked out and maintained by the library committee.

Sports - Regarding the maintenance of indoor games facility, badminton court, volley ball court, table tennis court, gym in the college, sports in-charge consults the coaches.

Computers: Computer maintenance through AMC is done on regular basis and non-repairable systems are disposed of as per the instructions of O/o CCE.

Classrooms - The College has a Building Committee for maintenance of the infrastructure. At the departmental level, Heads of the Departments submit their requirements to the Principal regarding the classroom furniture and others. The additional special fee and CPDC funds are utilized for maintenance and minor repair work of the furniture and other electrical equipment. With the help of the full-time sweepers, cleanliness of the class rooms is maintained. They are well equipped with tools of cleaning. Students are educated about the cleanliness and motivated for energy conservation by careful use of electricity in the classrooms.