

4.4.2: There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc

Response:

PHYSICAL FACILITIES:

The physical facilities including laboratories, classrooms and computer etc are made available for the students those who are admitted in the college.

Labs = 05

Classrooms = 12

Computers = 38

The classrooms boards and furniture facilities are utilized regularly by the students. The maintenance and the cleaning of the classrooms and the labs are done with the efforts of the non teaching staff. The college has a temporary night watchman.

The college has an adequate number of computers with internet connections and the utility software distributed in different locals like office, labs, library departments, staff rooms etc. All the stake holders have equal opportunity to used those facilities as per the rules and policies of the institution. The office Computers are also connected through the LAN, consisting of the office software, making work easier and Systematic . Computers, hp Xerox multifunction machine, HP laser copier, Computer UPS & maintained by the institution.

The ICT Smart class rooms and the related systems are maintained regularly.

Laboratory Maintenance

- All the laboratory are spacious and precaution are display in each laboratory.
- All necessary software like Microsoft office browser Lab software antivirus software are installedand maintained.
- Periodically maintenance is carried out all Laboratories

Library

- Regular stock verification carried out by the library
- Physical verification of the library stock is the process by which the accession register is talliedwith the books in the library.
- All the form and old books could not be used for circulation it has kept separately.
- All the new books are kept in the new rocks for the period of two weeks

Sports:

The sports facilities of the college are maintained by *incharge* Physical educational Department astock register and an issue register are maintained to ensure the proper handling of sports items.

Stock verification of sports items is conducted at the beginning of each semester Regular maintenance of the play area is conducted under the supervision of physical education director andfaculty Coordinators.

At the beginning of the each semester the classroom and Labs are checked by the facility management Team.

Regular inspection maintenance of furniture and classroom Equipment is done on a regular basis.