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)

Our college firmly believes in the principle that good maintenance keeps equipment in good stead. Optimum utilization of resources is our unwritten goal.

Physical facilities:

The college has dedicated personnel for upkeep of the classrooms. They keep all the classrooms, laboratories and other parts such as verandas spick and span.

- Encouraging students to adopt to the practices and policies of the college.

- Allowing students to learn and follow do's and don'ts in laboratories.

- Periodical check of classrooms.

- Vigilance on the neatness of washrooms.

- Periodical observation on physical facilities.

- Close observation on feedback.

- Eliciting responses about the upkeep from Class Representatives.

- Annual verification.

- Periodical visit by the Principal.

- The Issue of sports material to students is subject to a few conditions.

- The conditions are informed to students and pasted on the wall of sports room.

- Librarians maintain necessary records of library i.e, Accession Register, Issue and Returns Register, Stock Register, Periodical Register, Newspaper Register, Visitor's Register, Gate Register of users, and Stock Verification Register.

- The Librarian shall adopt the scientific method of ICT based library services of all modules of library operations by automating Library with Integrated Library Management Systems.

- The Librarian conducts Annual Stock Verification of books as per the Norms. At the duration of Annual Stock Verification, all the issued books shall be returned to the library so as to make Annual Stock Verification effectively.

- Regarding the loss and damage of books three times to the cost of the books recovered the responsible users and same to be remitted to the Reading Room account under head of Special Fee Fund A/c of the college. Other policy related material is found in our ISO policy document. The document is available on our college website.

- Computers and their allied equipment are kept in the conditions that keep their lifetime longer.

- Students are sensitized about do's and don'ts regarding usage of computers.
- For purchase of material the college follows the state government and the rules of the CCE.