

#### **4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

At the beginning of every academic year, the college principal constitutes various committees to discharge various duties for smooth and effective maintenance of the institution.

The following committees were constituted in the college for utilizing the physical, academic and support facilities.

- Academic Exams Committee
- Building Maintenance Committee
- Library Advisory Committee
- Games and Sports Committee
- Literary and Cultural Committee

The specific duties have been assigned to the class-IV employees to look after the daily requirements and cleanliness of all rooms of the college such as the Principal Chamber/Office/staffroom, laboratories, library, classrooms etc. The college senior assistant monitors the work done by the class-IV employees. The building maintenance committee meets from time to time and verifies the physical verification of the furniture and entire building. The equipment such as water purifiers (RO plant), fire extinguishers (04), Xerox machine, inverter, UPS, Desktops and other equipment are normally maintained by the concerned departments and office staff. The college has taken all the safety measures and precautions regarding the electric appliances and other electronic devices. The power boards are given proper earthing to avoid the electrical fluctuations and short circuits. The electrical fuses and MCBs are kept in safe places.