

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)

Responsibility of overall supervision of infrastructure facilities, services and equipment rests with the College Development Committee. Funds required for the purpose are allocated in the annual budget.

Computer Laboratory – Computers are protected by antivirus software. A weekly time table of Class wise practicals has been prepared by respective lecturers for the laboratories. Outdated Computers and printers are disposed off. Two Laboratory Attendants are appointed by the College for maintenance of IT infrastructure. In the budget, provision is made for Annual Maintenance Contracts for maintaining hardware. The replacements of damaged parts of computers are undertaken immediately. The cleaning and dusting of laboratories is undertaken by sweepers. A dead Stock Verification of all laboratory equipments is undertaken every year.

Library is well lit with LED lights and secured with three CCTV cameras. Zerox machine and Water cooler are maintained by A.M.C. Library Attendants are maintaining the library. Library is regularly cleaned by sweepers. A stock verification library book is conducted once in every two years. The work of prevention of leakage from the roof is undertaken as and when required. The scrap is also regularly weeded out. Library fees are spent on books and journals.

Sports Ground –Sports Director ensures the utilization of Playground and maintenance of sports equipments of the College. Sports material is stacked in the cupboard. Soil is replenished every year. Coaching of outdoor sports provided by the Sports Director. Practice and warm up sessions are taken in Gymkhana. Indoor games are conducted in gymkhana. The Rifle shooting range has been developed on the ground floor. Dead Stock Verification of Sports equipments are undertaken every year.

Computers and Printers are regularly maintained. Cartridges are regularly refilled.

Classrooms are allotted as per the student strength. Lectures and practicals are regularly monitored. Different committees have been formed for the smooth functioning of college curricular and extra-curricular activities. The damaged LCD projectors have been replaced. Daily cleaning of all facilities is undertaken by peon and sweepers. Sanitary materials are regularly provided to sweepers.

Regular maintenance are undertaken by following agencies -

Sr. No.	Particulars	Maintained by
1	Air conditioner	Weather Cool Services
2	CCTV	Unisecure System
3	Copier / Offset machine	Hi-Tech Enterprise
4	Fire extinguishers	Shreeji Fire
5	Lift	OTIS India Ltd.
6	Regular pest control	Beygon
7	Reprography Machine	Hi-tech Enterprise

Maintenance of Campus:

A gardener has been appointed to maintain the butterfly garden and ground. A Security Guard has been appointed to maintain security. Two sweepers have been appointed for house - keeping and cleaning work. A team of sweepers has been appointed to clean the entire premises including classrooms, laboratories, library and passages. Cleaning of water tanks is undertaken every six months. A Mock Fire Drill has been conducted on 23rd March 2019 to aware students and staff on how a building can be evacuated in the event of a fire or other emergency. Training has been provided to the staff. 33 Fire extinguishers and 6 buckets purchased for Fire Safety and are placed at prominent places.