

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

Right from its inception, the college has been improving its infrastructure to meet its ever increasing growth. Additional blocks for academic and administrative purposes have been constructed. Renovation of older blocks and modernization of laboratories have been done to meet the ever changing academic requirements. The institution has outsourced the work of housekeeping to an external agency. The task of security is also assigned to an external security agency and 20 security guards are deployed at different strategic locations to ensure utmost security especially for the 70% female students.

The Head of the department mentions the assigned budget for procurement of different items which include chemicals and glassware, sports items, books & journals, equipment and contingency. AMC of other physical infrastructure such as telephone services, fire fighting equipments, CCTV surveillance etc. is also given to the respective agencies. The institution obtains the necessary requirements for any renovation, maintenance or purchase related requirements of class rooms, laboratories and other infrastructural resources from each HOD well before the beginning of the academic year. After validation of the requirements in IQAC the available resources are allocated to each department.

The house keeping team regularly maintains the buildings, corridors and other places clean and tidy. The wash rooms are maintained by a team on a regular basis to maintain their usability. The Departments managed by their heads are responsible for maintaining the laboratory equipment in proper operational conditions. Before the beginning of the academic year the HODs would budget for repairs and maintenance in all their laboratories for the concerned academic year. They identify the agencies who would undertake the maintenance work and would get the equipment ready for operations before the beginning of every semester. The institution has an IT cell headed by a senior member of the faculty to oversee the procurement, maintenance, repairs and replacement of equipment like computers, laptops, projectors and others in the domain area of information technology across the institution.

The library has a separate e-zone where the students can access digital database. The library has subscription to several e-portals like INFLIBNET which helps the students and teachers to access huge online database. Online public access catalogue (OPAC) is available for all the library users to browse library collection. M-OPAC facility has also been initiated to enable 24 X 7 library searches. Separate Reading Room for the faculty members is made available. The library has abundant books on various subjects and while ordering new ones, researcher's needs and recommendations are taken into consideration. Newspapers, Magazines, CDs, etc. are also available.

Information regarding the arrival of new resources available in the library is circulated to all the departments and also posted on the notice board. Periodic up gradation of books and journals are done according to the needs of the students and faculties of various departments. An expert is appointed to take care of the multi station gymnasium. Constant maintenance of the equipments are done to ensure smooth functioning of the gymnasium.