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

The college ensures utilization of available finances for establishment and maintenance of different facilities in the campus. Regular review meetings are conducted as and when required in the interest of the organization by various committees. Procedures and policies set for the utilization and maintenance of physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms are as follows:

**Laboratory** – Laboratory maintenance record is managed by lab technicians and supervised by the Lab in-charges. Calibration, repair and maintenance of lab equipment are made on regular basis by lab technicians. Record for the same is maintained by lab technicians and supervised by lab in-charges. Students working in the laboratory are advised to wear safety clothing like the apron, gloves and safety glasses. All the safety precautions required for safe handling of chemicals and glassware are made strictly to be followed by students. Laboratory assistant timely updates the dead stock report and also takes care of no of experiments, laboratory timetable and laboratory board. All the required stationary for laboratory work is provided by the lab assistant to the students. Periodically entries are made of it in the issue book and if any purchase takes place regarding the lab will be added in the purchase book.

**Classrooms** – According to predefined set of procedures, requirements regarding to classroom furniture and other requirements are normally given to Principal through respective department heads. These requirements are then forwarded to the Management for further approval. Regular cleaning of classrooms is done with the sweepers assigned to respective floors. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaners. A complaint box is maintained in which students as well as faculty can register their problems regarding the classroom facilities.
Library - Chief librarian and library coordinators from each department take care of all the necessary tasks of the library. As per the syllabus and changes in the syllabus library coordinators from each department prepare a list and hand over it to the librarian who will order the required books, audiovisuals and electronic resources. Library coordinators periodically inform the students of updated books and other resources in the library. In each semester faculties are also motivated to give a list of books which will be added in the departmental library. Lab assistants help to maintain the details of books issued, returned and misplaced from departmental libraries. At the end of each semester all the seminar and project reports are sent to the library by seminar and project coordinator.

Sports - Sports equipment is issued from the store, kept in a sports locker and the responsibility lies with the sports secretary. To ensure appropriate utilization, Issuance and monitoring is done by the sports secretary. In case of any damage or misplacement it is reported to the GS and teacher in-charge and necessary action is taken. Prior permission is taken in case of utilization of facilities.

Academic - Academic activities are planned and executed through the preparation of academic calendar, distribution of workload; and preparation of time tables, daily register, and deviation records. Theory lectures and practical are conducted by the faculties as per the lesson plan and details filled in the lab duty register, respectively. Academic monitoring head and academic monitoring committee coordinators handle the academic support activities and documents such as departmental master time table, Individual time table, Classroom time table e-content and notes for each subjects, Google classroom, parents meet, GFM records, students feedback and unit test details. Before every sessional examination, the programme committee reviews the academic practices. Mentor meetings and parent teacher meetings are scheduled once in a semester. Faculties also identify subject wise slow and fast learners and arrange remedial classes doubt solving sessions as per the requirement.

Computers - Computers used in all Laboratories are provided with highly specialized with state-of-the-art infrastructure supporting both teaching-learning processes and research. Computer Lab is equipped with modern experimental set-ups and advanced softwares required for carrying out laboratory sessions as per the curriculum. Computers
Lab with high-end computers installed with licensed technical softwares. The labs are provided with high-speed internet and fully air-conditioned with power backup facility and professionally designed infrastructure. The students and faculty members are given complete freedom for experimentation and are provided with 24/7 access in the lab. Labs have a pleasant ambience, are spacious, well-lit and equipped with fire-fighting machinery. Institute has one server room with processor of Intel ® Xenon ® CPU E3110@3.00QH2, Installed memory of (RAM) 8.00GB, System type is 64 bit operating system and X64 based processor. Firewall is of DELL SonicWall NSA2600. Institute has 7 IECT labs and a total 24 Wi-Fi are installed throughout the campus. Electricity supply and IT server rooms are maintained by lab technicians.