

4.4.2 *There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.*

Yes, there is an established system and procedure for maintaining and utilizing physical, academic and support facilities, viz., Library, Sports Ground, Computers, Class rooms etc. In this regard, there is a college development and construction committee to look after the maintenance, repair and constructional work related to the building. This committee comprises University representative, a few Senior Teachers, representatives of Teachers' Association, Student Union and Non-teaching union. From time to time, this committee sits together and plans out new construction activities in the institution. The committee also decides on maintenance and renovation activities of the institution. Inputs are sought from the institution's official contractor and the necessary budget allocation for existing and new construction activities are decided upon in such meetings.

Being fully government institution, a constant effort is made to provide safe and secure space for equipment's and tools. All work is done through a registered contractor as per norms. For the maintenance of toilets, etc sweepers have been engaged for cleaning the toilets, washrooms, and buildings.

Laboratory Equipment and machines: Every department maintains stock registers for keeping the list of chemicals, glassware, equipments and other instruments used in laboratory. They also maintain consumption register regularly to keep account of the used material and non-functional glassware, miscellaneous items etc. Physical verification of laboratory equipments and machines is carried out to record the functional and non functional equipments from time to time. The minor faults of laboratory equipments (if any) are attended to and repaired by the concerned department staff or hired technician whenever necessary.

Computer and IT infrastructure: Maintain stock register and dead stock register regularly to keep record of the functional and nonfunctional items. Maintenance and up gradation is looked after at departmental level (BCA) and concerned technicians are hired whenever necessary.

Furniture related items: There is a college development and construction committee which looks after the maintenance and minor repair work of the furniture and fixtures and other physical infrastructure.

Maintenance of Library/ Library Materials: Accession and withdrawal/ dead stock registers are regularly maintained to keep the record of updated and dead stock accessions. The college also engages local fund employees for dusting and cleaning the library materials.

Sports Equipments: The sports department regularly maintains the stock register for the equipments and materials related to the sports. The dead stock register is also maintained to keep record of functional/ working and non-functional items.