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

1. Procedures and policies for maintaining laboratory

➢ Stocktaking of all equipment, instruments, glassware specimens, computing devices, etc. is done in all Departments. The annual Stock verification report is submitted to the office for further action.

➢ The maintenance of the laboratories under the supervision of in-charges of the departments.

➢ Regular maintenance of Fault register and logbooks in all the laboratories and repair works are carried out immediately.

➢ The maintenance register is kept in the laboratory.

2. Procedures and policies for maintaining library

➢ The Librarian looks after the maintenance of the library.

➢ The library will be open from 9:00 AM to 6:00 PM.

➢ The Reading Room will be open from 10:00 AM to 5:00 PM.

➢ Students can borrow books up to a maximum number of three books.

➢ Borrowed books should be returned within 15 days as stamped on the due date slip.

➢ Unauthorized removal of books or damaging the property of the library or misbehavior with the library. Staff shall be considered as an act of indiscipline, which will call for strict action and or fine.

➢ Books must be returned on or before the due date otherwise the fine of Rs. 0.25 will be charged per day/book.

- At the time of deposition of late fine, you must collect a receipt for the payment from the library.
- Absence & illness are not acceptable excuses for exemption from paying overdue charges.
- If the Due Date falls on a holiday declared by the college, then students may return their books the next week on the scheduled day.
- Books will not be reissued. Despite repeated reminders, if the book is not returned, the borrowing facility may be withdrawn for a period decided by the authority.
- Books will be accepted and issued only during the specified schedule of the class.
- Library follows a closed access system. A copy of each title is available in the reference section. The books in the Reference Library must be handled with care. The reference books are to be used only within the Reference section. Students are advised to leave the reference books on the table itself after use.
- While entering the library, users must keep all the belongings outside the reading room and the authority will not be responsible for any loss.
- Students should take care of the cleanliness of the library. Students will only read the newspapers on the newspaper reading stand. Students should not disturb the arrangements of the library furniture.
- Outsiders are not allowed in the library without the permission of the authority concerned.
- Silence must be observed on the premises of the library. Mobile use is strictly prohibited in Library.
- Students can issue 1 extra book for the semester exam after library no dues. The double cost of the book will have to pay if the issued book has been lost.
- It is mandatory for all members who are using facilities to follow the library rules & regulations. For any dispute or problem, the Librarian may be contacted.
- The annual stock of books, shelves, computers, and other belongings in the library is monitored and maintained in the library stock registers.
- Library advisory committee is working for maintenance and optional functioning and improvement of facilities provided by the library to different stakeholders.

> The regular upgrade of journals, e-books, books databases, and other facilities are undertaken by library committee books from time to time.

> Damaged books are bound, scanned, and digitalized.

All members of the library team are available for any assistance you may need in using the library resources, facilities & services. The library will welcome any suggestion for better use of library facilities.

3. Procedures and policies for maintaining sports complex

> The Physical Education Director with the help of the maintenance committee looks after the various courts and sports complexes on the campus.

> Periodic reporting on the requirement of repairs/maintenance of all sorts can be submitted by students/faculty in the maintenance register maintained in the Dept./ Building. The requirements are collectively processed and placed before the Sports Advisory Committee for necessary action.

> The maintenance – Supervisor, and team are involved in the maintenance of infrastructural facilities on regular basis.

> Sports equipment is periodically repaired, and new gears are purchased accordingly maintenance of various grounds/courts / walking Tracks are regularly taken care of by supports staff of the management/institution.

> First Aid kits are always available for any emergency in the storeroom/building concerned.

4. Procedures and policies for maintaining computers

> The inclusive IT policy of the college is to support and facilitate all functions of the college providing Wi-Fi, cyber security, database management, and recovery techniques along with licensed software and updated highly refined services for better performance and flexibility.

> The lab assistants under the supervision of the system administrators maintain the efficiency of the computers and related accessories in the faculty, wings, labs classrooms, and administrative areas.

> Proper inspection is done, and verification of stock takes place at the end of every year.
> AMC is done through external agencies regarding hardware and software installation in labs.

5. Procedures and policies for maintaining classrooms

> The H.O.D office is assigned the responsibility of smooth functioning of classrooms.
> All classrooms are cleaned every day regularly by sweepers.
> The principal, in-charges of the departments, and Class in-charges also check the cleanliness and certify that the cleanliness is maintained in the classrooms.
> As most of the classrooms are re-fixed with ICT facilities, the complaint if any may be registered in the complaint book.
> In case of high priority issue, a person is assigned to the computer lab to take care of these problems on a real-time basis which will not disturb the classwork.
> In the case of other general maintenance, a problem can be raised in the complaint register which will be rectified with 24 hours.
> During summer and interim vacations, as assessment of classroom ICT systems and general facilities is evaluated based on which the maintenance works are carried out.

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