

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

The Institute has a well-structured management system whereby physical, academic and support facilities are systematically monitored and maintained.

Policy Details:

College has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. College has regular maintenance and periodic replenishment of essential facilities.

College policy is to have effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.

Systems for Maintenance and Utilization:

- Budget provisions are made for new as well as old facilities, repairs and maintenance. Departmental budget by office and library is made available every year.
- Establishment/repairs and maintenance are taken care by college Management under guidance of Principal.
- Departmental requirements for new purchases and maintenance of old is collected every year and approved in the Governing Council meeting.
- Stakeholders' suggestions are also considered.
- Office interprets and analyses the requirement on the basis of necessity, urgency, available funds and budget is given to each Department.
- Depending on availability of funds, requirements are fulfilled by Management under guidance of Principal.

- The institution has annual maintenance contract (AMC) for physical facilities and equipment and maintained on regular basis.

Procedures for maintaining and utilization:

- The cleaning and the maintenance of the classrooms and laboratories are done by the House Keeping staff as per cleaning schedule which is monitored by Administrative staff.
- Laboratory rules and regulations are prepared and displayed for students.
- The Computer laboratory, Office and the Department computers that are part of the LAN are serviced and maintained through an Annual Maintenance Contract (AMC) signed with **Akshaya Infotech, Bangalore**
- The college website is maintained regularly by website provider- **brewmybrand , Bangalore.**

College website: - **www.cbbhandarijaincollege.com**

- Maintenance of electrical equipment's is regularly done through service agencies visit on call basis.
- Rain water harvesting system helps in the maintenance of the garden.
- Pest control is also carried out at regular intervals.
- All the facilities like fitness centre (gym), sports facility, health care centre (infirmary room) and parking facility is maintained on regular basis.
- The games and sports department of the college is active. The students participate in state and national level competitions and bring laurels to the college.
