

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

The college has well established systems for handling various academic and physical support systems like laboratories, library, sports, computers, classrooms and procedures in place for maintaining and its utilization of various for infrastructure and other facility. Institute has independent civil and maintenance section that takes care about the entire physical infrastructure and its facilities. They look after overall cleanliness in the institute on daily basis. Regular maintenance reports are maintained everyday and any new proposals for change or addition of infrastructure shall be taken care time to time by institute. For the academic support admission section, student section, examination section, account section work coherently to take care the need of students. Admission sections keeps all records of admission data and students section keeps all students information with them in appropriate formats and keep records of the same. Examination section all necessary updates comes from university to all students in the institute and keeps track of all students examination data and result related data for further analysis purpose. Separate training and placement cell, Alumni, Incubation, industry-Institute interaction, skill development, student welfare, entrepreneur cells etc are available for overall development of students. Training placement cell takes care of students overall improvement necessary for placement purpose like conducting various aptitude sessions and interview skills for getting students placed. Each cell maintains their own SOPs and reports. Laboratories and classrooms are utilized effectively as per timetable. Laboratories and classrooms are cleaned daily and reports are maintained. Lab in charges, lab coordinators and head of department take care overall utilization of respective department laboratories and maintenance of the existing system.