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

The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees.

Laboratory- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.

Library- The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

To ensure return of books, ‘no dues’ from the library is mandatory for students before appearing in exam.

The proper account of visitors (students and staff) on daily basis is maintained.

Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

Sports: All the maintenance regarding sports is controlled by sports in charge. In their guidance accommodates are arranged. During the session 2019-2020 college student was selected for West Zone Inter University Cricket Tournament.

Computers- Centralized computer laboratory established and separate funds are used to maintain computers in the college. Computer maintenance is done regularly and non-repairable systems are disposed off.

Classrooms- At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment.

With the help of the four full time peons cleanliness of class rooms is maintained. They are well equipped with tools of cleaning.

A complaint register is maintained in office in which faculty can register their problems which are resolved within a set time frame.

Students are motivated for energy conservation by careful use of electricity in classrooms.

There are technicians, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.