

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES  
(SESSION-2018-19)**

**4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. [information to be available in institutional Website, provide link]**

**(i) Laboratory:**

Laboratories are cleaned every day. The respective departments are allotted contingency grants. Departmental meetings of faculty members are conducted by the departmental coordinator, where the state and requirements of the laboratories are discussed. Minor purchases and repairs are carried out from the contingency grants, the bills being submitted to the college office with prior approval of the Principal. Applications for purchase of larger equipments are submitted to the Principal. After fresh purchase every item are entered in stock and categorised.

**(ii) Library:**

The college has a Library Committee headed by the Principal which holds regular meetings to decide on the procedure of maintenance of the library, allocation of funds to departments for purchase of books, status of automation of library and rules regarding circulation of books. New books are purchased for the library according to the latest syllabus by the approval of library committee and college authority. Shelf order maintenance is done on daily basis. Periodic checking of library materials, cleaning and disinfecting is done by library staff. Register for account of visitors is maintained on daily basis.

**(iii) Sports complex:**

The outskirts of the complex is cleaned periodically. Cutting of grass in the field is done periodically. Persons are locally contacted for the purpose. Sport equipments are purchased periodically as per needs. A particular Committee looks after the maintenance and purchase of sport equipments.

**(iii) Computers:**

The college has a Computer, Website and Internet Maintenance and Management Committee which deals with maintenance of computers. Any complaints relating to computers are communicated to this committee which arranges for repair of equipment. The committee also looks after the necessity of fresh purchase and makes necessary arrangements.

**(iv) Classrooms:**

Classrooms are cleaned regularly. An electrician employed by the college is always available to repair lights and fans and switching on the diesel generators during power cuts. On college open days, classrooms are unlocked for cleaning purposes and locked up again after classes are over for the day. Strict vigil is maintained to see that lights and fans are switched off in classrooms not in use.