

#### **4.5.2**

**There are established Systems & procedures for maintaining & utilizing physical, academic & support facilities laboratory, library, sports facilities, computers, classroom within a maximum of 500 words**

**Describe policy details of systems & procedures for maintaining & utilizing physical & academics support facilities within a maximum of 200 words**

The College has a well established system & procedure for maintenance and utilization of available supporting facilities. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities. The maintenance committee that works in synergy with electrical, IT, Civil, BME & Workshop departments addresses any issue once it is reported in a notesheet /logbook from various departments. The college has maintenance committee which maintains the infrastructure such as furniture and fixtures. The IT department ensures that the Wi-Fi /LAN facilities, ICT enabled equipments provided in the classrooms are properly maintained. Under the supervision of librarian, the old books and journals are preserved by the process of dehumidification and ensured that they are bound. The IT department provides support in matters pertaining to maintaining inventory, bar coding etc. The workshop department ensures that furnishings and fabrication within the library is preserved. The campus facilities for sports are maintained by the sports committee and the civil department. The amphitheatre is maintained by the civil and gardening department to ensure greenery and landscaping. The electrical and IT departments look after various equipments such as Generators, Reprographic facilities, CCTV Facilities and AV systems.