

## Procedures and Policies

### **for maintaining and utilizing physical, academic and support facilities**

#### **(Laboratory, library, Sports, Computers, Classrooms etc.)**

- 1. Laboratory:** Cleaning of classroom, seminar hall, laboratories, Staff room, Office, Library, Corridors and washroom is done daily by nonteaching staff. Outsourcing is done for the maintenance of wooden work, furniture, electrification, and plumbing.
- 2. Library:** The books in library are accessioned, stamped and then shelved subject wise. Book binding is done for damaged books to prevent further damage. Institution has constituted a library committee for smooth functioning and efficient working of library. A suggestion box is kept in the library for improving library services and rendering the library user friendly.
- 3. Sports:** The record for usage of sports is maintained in the Gymkhana.
- 4. Computers:** A computer Technician is available on phone call for the maintenance of the computers and IT facilities. The institution takes measures to upgrade IT infrastructure as per requirement of faculty & students. Working of LCD is checked on regular basis.
- 5. Security-**CCTV Cameras are fixed in the campus for maintaining tight security. A Watcght security.
- 6.** Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Employees