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

Maintenance and Housekeeping
- The Department in need of repair and maintenance work has to register a written complaint to the Head of the Institution. The details of the maintenance work need to be mentioned.
- The Maintenance Person inspects the site and completes the task.
- Once the task is completed, the Head of the Institution signs the job completion report.
- All monthly maintenance bills are brought to the notice of the Principal.
- The College has Annual Maintenance Contracts for security and housekeeping.

Utilization and Maintenance of Classrooms
- Classrooms are allotted as per student strength.
- The concerned departments are given responsibility for the maintenance of their classrooms.
- The Department Head / Head of the Department informs the maintenance committee regarding maintenance and requirement of repairs / cleanliness.

Utilization and Maintenance of Laboratories
- Laboratories are allotted for practical session based on a timetable.
- Standard Operational Procedures for handling various chemicals, equipment, and instruments are strictly followed.
- Stock register is maintained and updated regularly.
- Stock verification and inspection is carried out by the departments at the end of the academic year.
- Old and out of date equipment, chemicals, and instruments are discarded following the standard procedure.

Utilization and Maintenance of Computer Laboratories
- The computer laboratories are allotted to the students as per their curriculum requirement. The respective Heads of the Department prepare schedules for allocating computer labs to students as per the timetable.
- The maintenance of computer laboratories is undertaken by the Laboratory- in-charge, and the repair and service of computers is taken care of by the annual maintenance team.
- All outdated and under configured computers are disposed of at the end of every year.

Utilization and Maintenance of Library
- The book list requirement is received from the concerned department as per curriculum changes and as per the variation of intake.
- Each faculty member can borrow 15 books for each semester.
- The students are instructed to procure an Identity Card to access the library.
- Each student is allowed to take four books for a period of 15 days.
- If a student fails to return the book in time, he/she is levied a fine
- All the functions of library, i.e., book borrowing and lending, etc. are monitored by the partially automated library software.
- Students can utilize the library daily during working hours from 9.30 am to 5.00 pm as per their timetable.
- The library reading room is open from 9.30 am to 5.00 pm
- All students can access online journals and magazines through the digital library.
- Every so often / From time-to-time, the conditions of all the library books are scrutinized / inspected and old books are maintained by binding the books, if needed.
- During annual maintenance, if any books are found missing the concerned borrower is fined based on the value of the book.