

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

- Maintenance of building infrastructure is done by PES Management. Usage of Conference and Seminar rooms are monitored by Administrative office and Librarian as both halls are in Library building. Halls are made on first-come-first-served-basis for college and other sister institutes of the PES with no charges.
- College Director of Physical education monitors usage of sports facility ( Badminton courts and Gym) and College playground. These facilities are made available to the students of our college and other sister institutes of the PES too on request..
- Canteen is managed by private contractor. The functioning and maintenance of the canteen is monitored through a College Canteen Monitoring Committee .
- Menial workers on daily wages are engaged in day to day cleaning of the campus (including classrooms) and toilets .Two watchmen are appointed on regular basis at the main entrance gate and work in shifts. Gardner is appointed on regular basis College administrative office and maintenance committee monitors maintenance of cleanliness .
- Electrical repairs are monitored by the Administrative office, HoDs and in charges . Monitoring of maintenance of the sound system, LCD projectors, etc. is entrusted with the Technician of the Dept. of Physics who also assists /guide for proper utilisation. Faculty members and students have open access to the use of LCD projector facilities made available for effective teaching and learning.
- College administrative office monitors maintenances of classroom furniture . Class rooms remain occupied from 8.30a.m to 5.30 p.m for academic teaching and for conduct of co-curricular/ extra curricular activities and certificate courses. External agencies/ organizations are allowed to make use of class rooms for conducting exams. permission of Principal and PES management.
- HODs of all departments ensure that – laboratories under their jurisdiction are kept clean ,tidy & in order. . Laboratory assistants and Laboratory attendants attached with the departments undertake the above tasks to the satisfaction of all concerned. Departments maintain Stock /Dead stock registers.
- The Library timings are from 08.30 a.m. to 05.30 p.m. while book issue timings are from 9.00 a.m. to 05.30 p.m. (except on Sundays and Holidays).. Every student is allotted Library card (.mandatory to enter the library premises) Library books are normally issued for 7 days. visitors log book is maintained
- Examination room is equipped with the steel/ iron cabinets/ almirahs, Photocopiers, Computer facility and entry is allowed only examination committee and exam. Staff only.

- HODs of all departments ensure that computers, peripherals and internet facilities are Strictly utilized for official purpose (academic and administrative) only, Protected by anti-virus software and Password protected. Maintenance of Computers and peripherals, software and website done through private vender as and when required. Faculty members and students are encouraged to use the internet facility for downloading freely available e-resources and information.. All issues pertaining to monitoring, updating, maintenance, information uploading and review is under the purview of the IT department.
- First aid kit is available in laboratories, Administrative office and Sports department.