

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*)

- Maintenance of building infrastructure is done by P.E.S. Management. Usage of Conference and Seminar rooms is monitored by administrative office and librarian as both halls are in the library building. Halls are made available on first-come-first-served-basis for college and other sister institutes of P.E.S. with no charges.
- College's 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 P.E.S. on request.
- Canteen is managed by a 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 they work in shifts. Gardner is appointed on regular basis. College administrative office and maintenance committee monitor 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 Department of Physics who also assists/guides its 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 maintenance of classroom furniture. Classrooms remain occupied from 8.30 a.m. to 5.30 p.m. for academic teaching and for conduct of co-curricular/ extracurricular activities, and certificate courses. External agencies/ organizations are allowed to make use of class rooms for conducting exams after seeking permission of Principal and P.E.S. management.
- HODs of all departments ensure that laboratories under their jurisdiction are kept clean, tidy & in order. Laboratory assistants and attendants of the departments undertake the above tasks to the satisfaction of all concerned. Departments also maintain stock/ dead stock registers.
- The library timings are from 08.30 a.m. to 05.30 p.m. Book issue timings are from 9.00 a.m. to 05.30 p.m. (except on Sundays and Holidays). Every student is allotted a 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 steel/ iron cabinets/ almirahs, photocopiers, computer facility, etc. Only examination committee and exam staff are allowed to enter.

- HODs of all departments ensure that computer and internet facilities are strictly utilized for official purpose (academic and administrative) only and is password protected. Anti-virus software is installed. Maintenance of website, computer software and hardware are done through a 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.