

4.4.2: Procedure and policies for maintaining & utilizing Physical, Academic & Support facilities

- Laboratories
- Library
- Sports Complex
- Computers
- Classrooms

Our **Infrastructure & Learning Resources** include main building & wide range of support facilities to promote growth of quality education. For this the institute has created **Standard Learning Resources**. These facilities are open for all the students, staff and faculty members. The accessibility for use of these facilities is scheduled on working days & even holidays. For this, for better regulation, accountability & responsibility, the institute has formed certain standard procedures & policies. The major facilities chosen for effective utilization & maintaining are enlisted below with their respective procedures & policies.

1. Laboratories :

- Scheduled use of laboratories.
- Inter-departmental use of laboratories.
- Maintenance, cleaning & hygiene.
- Safety checking of electrical circuits.
- Annual repair & maintenance.
- Precautions & safety measures.
- Conduction of Testings & Consultancy.
- Calibration of equipments.
- Recording in Dead stock Registers.
- Budgeting for consumables and non-consumables.
- Use of manuals.
- Provision for First-Aid.
- Adopting Annual Maintenance Contract.
- Wearing Shoes, Aprons, Gloves etc.
- Entry & time & signature records.
- Monitoring by Lab I/C, Lab Asst. & Lab Attendants.

2. Library :

- Display of list of journals, periodicals, magazines, bulletins.
- Provision for News-Stands.
- Efficient Reading Rooms.
- Issuance counter.
- Issuance of Library Borrower Cards.
- Digital enrolment of students.
- Use of bar code.
- Penalty schedules for loss of books, late return & return of books in damaged state.
- Special SC/ST Library cell.
- Provision of drinking water facility.
- Installation of CCTV Surveillance.

3. Sports Complex :

- Creation of separate sports wing.
- Professional service of sports teacher.
- Organisation of indoor & outdoor sports events.
- Provision of subsidised canteens, items & kits.
- Maintenance and cleaning of sports premises.
- Anti-Doping awareness.
- Installation of Gymnasium.
- Safety & security measures.
- Provision for First-Aid & Physiotherapist.
- Organisation of training camps.
- Provision for awards, rewards & prizes.
- Academic incentives under sports quota.
- Counselling by nutritional experts.
- Grant of concessional fares for travels.
- Provision of special scholarships.

4. Computers :

- Installation of advanced version of machines.
- Use of latest softwares.
- Automation & remote control.
- Networking through LAN & WAN.

- Use of anti-virus softwares.
- Data printing facilities.
- Facility of photocopier.
- Records of time, duration, identity of users.
- Provision of internet facility.
- Networking with remote training centres.
- Maintenance of accessories & peripherals.
- Maintenance of AC & dust-proofing.
- Fire safety arrangements.
- Safe disposal of e-waste.
- Provision for back-up supply and voltage stabilization.

5. Classrooms :

- Nomenclature of classrooms according to class, branch, department.
- Use of well maintained dual desks.
- Ensuring proper light & ventilation, use of ceiling fans, energy efficient lamps.
- Use of classrooms for conducting academic sessions as Lectures, Tutorials, Exam halls, Debates.
- Installation of PPT facility.
- Installation of CCTV Surveillance.
- Installation of Digital Boards.
- Daily cleaning & hygiene maintenance.
- Use of classroom as study rooms.
- Conducting Training sessions.
- Locking of classrooms after sessions.
- Use of classrooms as seminar halls, tutorial locations.