

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) (information to be available in institutional Website, provide link)

The College ensures the availability of latest equipment and upto date infrastructure in the campus. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment. This procedure is as follows:

- Submission of requirement in the form of a proposal
- Evaluation by the Purchase Committee and Maintenance Committee
- Approval by the Principal
- Call for quotations and verification of prices and availability of items.
- Approval from the Management.
- Stock verification at the end of the financial year is undertaken for various departments and a detailed report is compiled.
- The College Administrative Officer regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and maintenance.
- There are various committees in the college which are dedicated to the maintenance and upkeep of the institution. These include Cleanliness Committee, Campus Beautification Committee, Eco Club, etc.
- Incharges of various computer labs., multimedia labs., homescience lab., sculpture lab., textile workshop, carpentry workshop, fine arts studio, sound studio, music recording room, CAD lab., Chroma studio, etc. , maintain a stock register and conduct annual stock checking of their respective departments.
- There are two wings of library in the college Main Library and IT Library with separate incharges. They regularly monitor the condition of the library stock, maintain rare books collection, coordinate the timing of issue and collection of books, issuing of library cards and identity cards.
- The Sports Head regularly conducts trials for the freshers to encourage them to participate, besides coordinating various sport activities in the college.
- The interior design department of the college also facilitates the beautification of the campus. Expert advice and guidance of well known interior designers from outside is also sought as and when required.
- Round the clock security of the college aids in keeping the college infrastructure secure.

- Day to day maintenance is also ensured by the support staff specially outsourced for the purpose, apart from the regular support staff.
- Tieups with service providers ensure infrastructural update.
- The sensitive equipment like electricity, generators, water motors, submersible pumps, etc. have been installed in the outer vicinity of the college, out of reach of the students.
- SERVO has been installed to check voltage fluctuation.
- Fire extinguishers have been installed at identified locations.
- Safe and clean drinking water is ensured through ROs and water coolers.
- In order to ensure constant supply of water, two submersible pumps have been installed aligned with two motors.
- Regular AMC are incurred for uninterrupted working of all equipment.
- Efficient power backup system enables smooth working.
- Recently installed Solar Plant of 245 KW has made the institution energy efficient.