

Institutional Infrastructure Utilization and Maintenance Policy

The policy for maintaining and utilizing physical, academic and support facilities

The Institution has a number of policies procedures and practices to govern its operation. They provide guidance to members in a number of academic areas.

The maintenance and cleaning of the classrooms and furniture are done with the efforts on the non-teaching staff.

The Institution has adequate number of computer with internet connections. Utility software is distributed in all the locales like office, laboratories, library, departments etc. As per the rules and policies of the institution, all the stakeholders have equal opportunity to use these facilities. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management.

The management understands the external and internal stake holders of the Institution uniting the vast campus regularly. Maintaining supporting facilities in the campus requires meticulous system. The Institution has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient funds for the maintenance of the physical academic and support facilities .

A) Procedure for Utilization of Support facility:

I. Sports complex:

1. The student can use any of the support facility available with the Physical Education by making a requisition in writing for the same in advance.
2. Upon receipt of the letter the Director, Sports Academy confirms the availability and the department/ college can make use of the specific facility.
3. The management has appointed a lady physical director to look after the sports activities of the girls.
4. The Institution has a large ground which has a separate court for Cricket, Kabbadi, Volley ball, Basket ball and other sports activities.

II. Utilization and maintenance of Laboratories:

1. Separate Laboratories are to be allotted for classes based on a timetable.
2. Standard Operational Procedures for handling various chemical, equipments and instruments are to be strictly followed
3. Consolidated Stock register is to be maintained and updated regularly.
4. Consolidated Stock verification and inspection has to be carried out by the Parallel heads at the end of the Academic Year.
5. Old and outdated equipment, and instruments should be discarded by following the standard procedure.
6. Any deviation/discrepancy in any of the above is to be brought to the notice of the Principal immediately.

III. Utilization of Library:

1. Every student must procure a Library Card within one week of taking admission.
2. This library card can be used for issuing two books every week.
3. Non return of Library book on time will attract the applicable fine.
4. Every student can access online journals and magazines through computer terminals available in the E Library.
5. The student must scan Identity card and sign in the register upon arrival in the E –Library.
6. Students can access the books available on the college intranet server from any computer terminal in the college campus.
7. All college students are free to use the central reading rooms available in the campus, which are open from 8.00 a.m. to 10.00 p.m.

IV. Utilization of Computer Laboratory:

1. All computer laboratories will be allotted to different classes and faculty based on syllabus and timetable.

2. E-Library time table is made to identify vacant time slots to ensure optimum utilization.
3. The department of Computer Science maintains all computers and peripherals.
4. All outdated and old computers are disposed
5. All new requirements of computers are processed through Department of Computer Science

V. Utilization of Class Rooms:

1. Classrooms are allotted as per the student strength.
2. Each teacher is given responsibility for the maintenance of one class room.
3. The in charge teacher informs the college maintenance head about the requirement of repair / cleanliness.