

#### **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

In the Physics, Chemistry, Botany, Geology Zoology laboratories operating procedures of the sensitive equipment are displayed and teachers also take care of the major equipment when used by the students. In the chemistry labs, periodic checking is done to ensure the efficient and safe functioning. Fire extinguishers in the labs are serviced periodically for optimum utility. In the computer labs, log books are maintained at the time of conducting practicals and with this it is easy to monitor the desktop usage. In the library, librarian and staff will give orientation programme to the newly admitted students, regarding the book issue, resources, services and maintenance of books. Instructions to users are displayed in detail in the library. NSS volunteers periodically help in rearranging the books returned from issue. Time tables are framed well in advance and all the class rooms and laboratories are used efficiently with optimum utilization. Dust bins are placed near all the class rooms in the verandahs, washrooms, ground and are emptied daily. The waste thus gathered is collected by the municipality vans weekly thrice. Wet waste from the canteen, hostel is collected and handed over to municipal vans. Main building is a century old building so before every rainy season all the plants on the roof tops, terraces are removed and the vents are cleaned properly so that there is no seepage of the rain water in to the walls when there are heavy rains. In ladies wash rooms in the campus and in the girl's hostel, separate dust bins are placed in each bathroom. Also sanitary napkin incinerators are placed there to dispose off the soiled napkins hygienically. All the wash rooms are provided with running water supply. There are out sourcing staff who are cleaning them regularly. All the water tanks are cleaned periodically both in the hostels and in the campus. Changing of filters, removal of scales in RO plants is done periodically by the technicians. All the electrical, plumbing repairs are immediately attended to by the technicians in the campus and at hostels. Fans and lights are replaced as and when needed. Canteen and dinning halls are kept clean by sweeping and mopping. Infrastructure maintenance and repairs are attended by a designated assistant engineer of MANSAS trust by giving estimates, material procurement, arranging labor etc. Solar panels are cleaned in alternative days to have efficient power generation. Vermi compost unit is well maintained by the students and staff of the zoology department. Medicinal plant garden is maintained by the department of Botany. Museums of the Science Departments are maintained by the respective departments. NSS units take care of the clean and green aspects of the campus and hostels weekly once. College website is maintained by the department of Computer science and an out sourcing person. All the systems are provided with quick heal antivirus services annually in the office and in the departments