

***4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.***

Every department maintains a stock register for the available equipments and furniture. Stock verification is being done at the end of every year. Civil and electrical maintenance works will be looked after by the separate maintenance cell. Few of the equipments are maintained through AMC by external agencies.

**Policy details:**

**Classrooms:**

All the classrooms are inspected regularly and maintenance work is carried out as per the need.

**Laboratory Equipments:**

Lab equipments are being maintained with proper maintenance schedules: Routine & planned maintenance and breakdown maintenance.

**Computing facility:**

IT Computing facility is maintained by System Administrator. Preventive maintenance, inspection and servicing activities are being carried out regularly.

**Library:**

Library Committee serves in an advisory capacity to the College Library on matters of general policy, planning, programs, goals, and objectives. Each Department of the College has one or two representatives in the committee. The tenure of the committee is for a period of one year. The committee meets regularly and takes care of up gradation of library in meeting the faculty and students needs.

**Sports:**

Sports committee takes care of the requirements to be fulfilled every year as per the students needs