

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

### **1) Introduction**

The college has established system for maintenance and utilisation of computers, classrooms, sports gymkhana, laboratories equipment's and physical facilities. The procedure and policy for the maintenance of various infrastructural facilities are presented in this document.

### **2) Purpose of the Policy**

- The physical and academic facilities are implemented with policies to optimize the use of resources based on needs of education, research and administration.
- The coordination between facility allocation and utilization ensures the optimal usage of resources like laboratories, sports gymkhana, library and classrooms inside the campus.
- For this Infrastructure and Maintenance Committee of the college plays important role. The committee reviews the requirements of infrastructure

### **3) Facilities**

#### **3.1 Laboratory Procedure for Utilisation**

<b>Procedure for Utilisation</b>	<b>Maintenance Policy</b>
<p>The lab utilization is done depending upon the requirement of various courses.</p> <ul style="list-style-type: none"><li>• There is separate Lab Time-Table for all the courses. 4 labs are allotted for different programs according to their requirements.</li><li>• The respective faculty members, staff, lab assistants are given responsibility to maintain the equipment's under their purview.</li><li>• All major repairs are identified and external expertise is sought for maintenance of equipment wherever necessary.</li></ul>	<p>Purchase of new computers is done through requisition to Purchase Committee</p> <ul style="list-style-type: none"><li>• After approval, the quotations are to be sourced from different vendors.</li><li>• Regular maintenance of all computers is done by Laboratory Administrator.</li><li>• For Electronic laboratory, Physics Laboratory and Chemistry laboratory, the required components ,chemicals and new equipments are purchased yearly through Purchase committee.</li></ul>

### 3.2 Library

Procedure for Utilisation	Maintenance Policy
<ul style="list-style-type: none"> <li>• The College has well equipped library with necessary books, Journals, magazines and periodicals.</li> <li>• The Library is open on six days between 7.30 a.m. to 3.30 p.m. except Sundays and Government Holidays as declared by Central University Bangalore.</li> <li>• Library is fully automated using the web based software, where all students are given a user name and password, where they can send the request in 3 slots. Books issue will be done between 8.00 am to 3.00 p m in 3 slots.</li> <li>• Library is divided into Library books, Reading room.</li> <li>• To facilitate the student's requirement photocopy machine is also placed.</li> <li>• Students are allowed to open access for the books.</li> <li>• Library books are normally issued only for 15 days and the borrowing period can be reduced according to the demand.</li> <li>• Book Bank Facility available, where students return the book at the end of academic semester. Delay in returning books will not be entertained.</li> </ul>	<ul style="list-style-type: none"> <li>• The process of renewals should begin at least four months in advance so that the subscription for journals and magazines is continued without any discontinuation in issues.</li> <li>• The addition and deletion of journals and magazines for the next calendar year is done through recommendation from Departments/centers.</li> <li>• The library will continue the existing subscription for journals and magazines, if no recommendations are received.</li> <li>• Physical verification of the library stocks are carried out to identify the losses, misplacement and mutilated documents that needs repairs or to weeding out from the library collection.</li> <li>• Weeding out of the out-dated, unwanted and old syllabus books is done as per the recommendations of Library committee.</li> <li>• Document maintenance includes shelving, dusting and cleaning, shifting and rearrangement, shelf rectification, stock verification, binding, preservation, care and weeding out of documents is done.</li> <li>• Documents in the library are arranged in a logical order to save the time of the users as well as staff.</li> </ul>

### 3.3 Sports

All sports facilities, including multi gym, are maintained by the one Physical Education Directors along with college support staff. Requirement for new equipment or repair of old equipment is placed before the Management Purchase Committee.

### 3.4 Classroom:

Procedure for Utilisation	Maintenance Policy
<ul style="list-style-type: none"><li>• Allotment is done as per the lecture schedule in consultation with the timetable committee and the head of the institution.</li><li>• Scheduling of activities during nonlecture hours and utilisation for guest lectures, competitions preparations.</li><li>• Conducting training sessions and workshops for students and staff members.</li><li>• Conducting regular semester examinations as per the University schedule and also competitive examinations in the campus.</li><li>• Students are instructed to utilize all classrooms optimally during the daylong working hours</li></ul>	<ul style="list-style-type: none"><li>• Purchasing new tables, benches, chairs, boards, screen, curtains and other consumables are done by raising the requisition to Purchase Committee.</li></ul>