**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.**

The college has well established systems for maintaining and utilizing physical academic and support facilities. Committees are established for decision-making to upgrade and maintain the same. Various committees like the advisory committee, purchase committee, development committee, landscape development committee, store committee, internal audit committee, sports committee, and library committee help in formulating the maintenance policies.

For the maintenance of the college buildings, the administrative department is requested to provide funds which are made available occasionally under the plan-head. For small repairs and maintenance, the college meets the expenses out of its local fund. Campus is maintained by focal fund employees in the supervision of principal, development and landscape committee of the college like regular cleaning of the water tanks, paper garbage disposal, pest control, landscaping, and maintenance of lawns etc. The caretakers are responsible for the general maintenance of classrooms and the auditorium.

General stock registers and departmental stock registers to record every item after physical verification are maintained. These records are audited annually.

Regular maintenance of computer and science laboratory equipment is done by technical staff along with laboratory attendants headed by the lab in-charges. Outsourcing is done for maintenance and repairing of IT infrastructures such as computers, internet facilities including Wi-Fi and broadband. Lab and Internet facilities are maintained by the computer lab-in-charge and the teachers of the BCA department. The auditorium is maintained by the technical staff. Electrical equipment is switched off after use and classrooms/labs are locked in the evening. Students are sanitized to take care of the college property. Computers are shut down after use. However, cartridges and ink purchase is done out of the college local funds.

College local fund employees maintain wooden, furniture, electrification, and plumbing. Regular maintenance of water coolers and water purifiers is done by outsourcing agents. For furniture repairs services of some technically trained persons are hired to do the needful and the expenses are met-out out of the college local funds. For equipment installed in various labs and other units of the college, the maintenance and upkeep are ensured out of college funds. For computer maintenance, college goes for out- sourcing.

The maintenance of the reading room and stock verification of library books is done by the library committee and the library staff headed by the librarian.

For vehicles, the maintenance grant is allocated by the government under a separate budget head. For maintenance and upkeep of the infrastructure, out-sourcing is solicited for and costs are met out of the college funds. Equipment maintenance is also carried out through out-sourcing and the expenses are met-out out of the college local funds.

For uninterrupted supply of electricity to computers, photocopiers, and other electronic items and for ensuring a constant supply of water two diesel generators have been procured by the college which is ensured to remain in full operation.