



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

- **Maintenance of Library Facilities:** The books and journals are maintained against disfiguring. Book binding is carried out on regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. Pest control is done on regular basis for maintaining books safe from termites. Library Committee has been constituted for co-ordination in respect of learning resources. Procurement of new books & renew of journals and recommendation for additional books, Updating and maintaining of all library records.
- **Update and upgrade the library contents, periodically as per updates in curriculum Computers:** The college has an adequate number of computers with internet connections and utility softwares. Computer systems, UPS, Softwares and Servers are maintained by outsourced technicians, Lab Assistants and Lab-In Charges. IT infrastructure is maintained by the head, IT Coordinator along with department of Mathematics coordinator.
- **Classrooms, Conference Hall:** Classrooms and Conference hall are provided with enough seating capacity and LCD projectors. Cleanliness of class rooms and Conference hall is maintained on regular basis. Working condition of audio system, LCD projectors etc. is done on regular basis.
- **Laboratory:** Laboratories are regularly maintained by the Laboratory teacher. All Records are maintained in Register. Equipments are maintained properly, calibrated and serviced periodically. Major breakdown maintenance if required, is carried out by external agencies.
- **Maintenance of other support systems:** Housekeeping for regular cleanliness of corridors, washrooms, classrooms, laboratories and premises is done by available employee & temporary employee. Sanitizing of washrooms is done on regular basis. Greenery is maintained by the college staff. Power backup facilities like inverters are maintained by external agencies. Clean and hygienic drinking water is available in the Campus. Water coolers are maintained and cleaned on regular basis. Overhead water tanks and water coolers are cleaned periodically. Quality of drinking water is checked by measures pH and Hardness through department of chemistry. Sports facilities are maintained by the sports officer and the JBS staff. The below mentioned points are inspected before start of every academic session.
  1. Classroom facilities such as lights and fans, LCD projector and sound system, availability of internet connections are inspected before start of every academic session.
  2. Working condition of computers, devices, and equipments is ensured.
  3. Working condition of machines in the laboratory is ensured.
  4. Stock checking activity is done in the end of every academic session.
  5. Establishment section incharge of the College inspects the facilities like toilets, classrooms, corridors and maintained by the available staff & Temporary employees of the college.
  6. Food committee supervises the cleanliness and hygiene in the canteen and monitors the food quality.
  7. Library committee collects specific needs of the students and staff.
  8. Sports committee ensures the availability of sports equipments and monitors the usage of the ground, courts and indoor games facilities.