

4.4.2- Procedures and Policies for maintaining and utilizing physical, Academic and support facilities- laboratory, library, sport complex, computers, classrooms etc. (500 words)

- Physical, Academic and support facilities such as laboratories, libraries, sports complexes, computers, classrooms, etc., are assets for both faculties and students to excel in their teaching learning experience. The institute implements the following procedure and policies to maintain physical, Academic and support facilities.

LABORATORY:

- The departments have outlined guidelines for the proper use of equipment's to maximize their lifespan and minimize downtime.
- The departments have framed the rules for managing consumables, such as chemicals and lab supplies, to avoid wastage and ensure sufficient availability.
- The head of the department assign responsibility to laboratory assistant to prepare maintenance checklist.
- The laboratory assistant and staff members report and address facility issues to HOD.
- The departments have framed safety protocol to ensure the well-being of students, faculty, and staff working in the laboratory such as handling hazardous materials, chemicals, and equipment.
- The departments have well defined procedure to access laboratory facilities for students and staffs.
- The department have installed fire extinguishers and developed emergency response plans and protocols, first aid, and dealing with hazardous incidents.

LIBRARY:

- The two books per week are issued to the students and should return within 15 days.
- The library reading room are used by students of the institute only.
- The outside visitors can utilise the library facilities with permission of principal of the institute.
- A valid identification card is required to issue books, access electronic resources, and use library facilities.
- Overdue fines and penalties may be applied for late returns or damaged/lost items, as per the library's fee schedule.
- Users are encouraged to provide feedback on the condition and quality of library materials.
- The institute reviews and updates library policies and procedures to meet the changing needs of the users.

SPORTS COMPLEX:

- The students, staff, and other individuals submits request to use the indoor and outdoor games and sports facilities in advance.
- Preference is given to college extracurricular activities that requires the use of games and sports facilities.
- The sports department conducts regular maintenance and safety inspection to ensure games and sports facilities are safe for use.
- The directors of physical education supervise sports activities.
- The institute allows outsider to use the sports facilities at no cost when not in use.

- The institute provides indoor stadium and grounds for special events such as tournaments and community outreach events.
- The department of physical education coordinates with hospitals, police and local emergency services to ensure adequate support in case of an emergency.

COMPUTERS:

- The computers are used only for educational purposes.
- Computers should be checked regularly for software and security updates, and viruses.
- All software and content are properly licensed.
- Students, faculty, and staff are not allowed to tamper with the computer hardware or software.
- The computer labs and administrative office are regularly cleaned and disinfected.
- The important data and files are regularly stored (backup).
- The faculty and staff are provided with training on maintenance and troubleshooting of computers.
- The institute update and upgrades the computers in labs and administrative office as per requirement.

CLASSROOMS

- The classrooms are used for the intended purpose only and not for personal use or storage.
- The classroom layout and seating arrangements are adequate for the purpose of the teaching and learning.
- The institute conducts regular inspections of classrooms and other academic facilities to identify any maintenance or safety issues.
- The institute develop a maintenance schedule for routine tasks such as cleaning, repairing equipment, and replacing damaged furniture.
- The classrooms are allocated considering the factors such as class size and students' strength in courses.
- The faculty, staff and students of the institute follows the guidelines framed for maintaining cleanliness and tidiness in classrooms as well as disposal of trash and reporting any damage or vandalism.