


#### **4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)**

The college takes adequate measures for the correct and optimum utilization of the physical, academic and support facilities along with their timely maintenance. Regular inspection and upgradation of the furniture, electrical fittings, electronic gadgets, equipments in the labs, books and periodicals in the library and the college building is done. Cleanliness of the whole campus is a daily routine. The whole building, lawn, garden, classrooms, staff rooms, office, toilets, labs, library, etc are cleaned and kept free of dust and cobwebs. The students and staff are also encouraged to follow healthy and hygienic habits to promote cleanliness in the campus. This includes restricted use of polythene inside the college campus. The water coolers are also cleaned regularly. Dustbins are provided in various places for disposal of garbage. These bins are cleared daily. Effective waste management methods are followed by separating the waste matter into wet waste and dry waste. The toilets are provided with wash basins, running water in the taps, hand wash bottles, dustbins and hand towels. The hand wash bottles are refilled from time to time and hand towels are changed regularly. The toilets are cleaned regularly and disinfected with phenyl and other disinfectants. Care is taken to ensure that taps are not left open after use and water is not wasted. The college building is whitewashed every year and the necessary repairs, wherever needed, are done. Pest control treatment of the whole building is done annually. Cleaning of the water drains is done on a regular basis. The furniture of each classroom is taken care of by painting and repairing them annually. Damaged furniture is removed and replaced by new furniture. Electrical fittings are checked for any damage or danger and necessary changes are made wherever needed. Wiring is also checked. The teaching aids like black boards, chalks, dusters, smart boards, etc are also checked. Care is taken to ensure that the black boards are fit enough to write upon and chalk and dusters of good quality are available in abundance. Worn out maps are withdrawn and replaced by new maps. The lab equipments and tools are checked during the annual stock taking apart from any day to day damage or wear and tear. Redundant material is removed and replaced by items of utility. A study of the damaged equipments, material out of stock and new equipments and material needed for the experiments to be conducted in the labs is maintained. The annual report is submitted by the HOD to the Principal. The labs have their individual first aid kit.



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