

#### **4.4 PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES-LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS etc.,**

The Policy and the procedure for maintaining and utilizing Physical academic and the support facilities.

The college ensures optimal allocation and utilization of the available financial resources for Maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

- **Laboratories:** Record of maintenance of instruments and equipment is maintained by lab technicians and supervised by HOD's of the concerned departments.
  1. The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.
  2. The instruments and equipment used for experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments.
  3. Stock entries are updated annually.
- **The library:** The requirement and list of books is taken from the concerned departments HODs. The finalized list is duly approved by the Principal and under his chairmanship the committee meets periodically to review the necessities.
  1. The Library has well equipped with Xerox machine, and huge number of referral books
  2. All the books relating to library records like issue register, visitors referral books are maintained.
  3. In addition to the college library all the departments also maintaining individual libraries.
- **Computers:** Computer maintenance is done regularly by the college staff. The ICT Smart Class Rooms and the related systems are maintained with the corresponding service agencies.
  1. The college Commerce Dept. has computer equipped classroom,
  2. The college has 3 Virtual E Class rooms.

3. One room with direct live telecast ICT smart classroom equipment with white board

4. The college has 30 computers in JKC and another 30 computers for community development programmes.

- The college has a building committee for maintenance and upkeep of infrastructure.
- The CDC (College Development Council) maintaining, the college infrastructure and other requirements.
- The College website is maintained and updated regularly.
- Students are sensitized regarding cleanliness with the co-operation of NSS units and motivated for health and hygiene.
- The internal institutional cleaning services employed on contract contingent employee.
- Sport Facilities: The College has its own sports ground that is maintained and upgraded regularly with the help of Physical Director.
- An Indore stadium is there near the vicinity of the college ground.