**4.4.2: Procedure and policies for maintaining & utilizing Physical, Academic & Support . facilities**

* Laboratories
* Library
* Sports Complex
* Computers
* Classrooms

Our **Infrastructure & Learning Resources** include main building & wide range of support facilities to promote growth of quality education. For this the institute has created **Standard Learning Resources**. These facilities are open for all the students, staff and faculty members. The acccessibilty for use of thse facilities is scheduled on working days & even holidays. For this, for better regulation, accountability & responsibilty, the institute has formed certain standard procedures & policies. The major facilities chosen for effective utilization & maintaining are enlisted below with their respective procedures & policies**.**

**1. Laboratories :**

* Scheduled use of laboratories.
* Inter-departmental use of laboratories.
* Maintenance, cleaninig & hygiene.
* Safety checking of electrical circuits.
* Annual repair & maintenance.
* Precautions & safety measures.
* Conduction of Testings & Consultancy.
* Calibration of equipments.
* Recording in Dead stock Registers.
* Budgeting for consumables and non-consumables.
* Use of manuals.
* Provision for First-Aid.
* Adopting Annual Maintenance Contract.
* Wearing Shoes, Aprons, Gloves etc.
* Entry & time & signature records.
* Monitoring by Lab I/C, Lab Asst. & Lab Attendants.

**2. Library :**

* Display of list of journals, periodicals, magzines, bulletins.
* Provision for News-Stands.
* Efficient Reading Rooms.
* Issuance counter.
* Issuance of Library Borrower Cards.
* Digital enrolment of students.
* Use of bar code.
* Penalty schedules for loss of books, late return & return of books in damaged state.
* Special SC/ST Library cell.
* Provision of drinking water facility.
* Installation of CCTV Surveillance.

**3. Sports Complex :**

* Creation of separate sports wing.
* Professional service of sports teacher.
* Organisation of indoor & outdoor sports events.
* Provision of subsidised canteens, items & kits.
* Maintenance and cleaning of sports premises.
* Anti-Doping awareness.
* Installation of Gymnasium.
* Safety & security measures.
* Provision for First-Aid & Physiotherapist.
* Organisation of training camps.
* Provision for awards, rewards & prizes.
* Academic incentives under sports quota.
* Counselling by nutritional experts.
* Grant of concessional fares for travels.
* Provision of special scholarships.

**4. Computers :**

* Installation of advanced version of machines.
* Use of latest softwares.
* Automation & remote control.
* Networking through LAN & WAN.
* Use of anti-virus softwares.
* Data printing facilities.
* Facility of photocopier.
* Records of time, duration, identity of users.
* Provision of internet facility.
* Networking with remote training centres.
* Maintenance of accessories & peripherals.
* Maintenance of AC & dust-proofing.
* Fire safety arrangements.
* Safe disposal of e-waste.
* Provision for back-up supply and voltage stabilization.

**5. Classrooms :**

* Nomenclature of classrooms according to class, branch, department.
* Use of well maintained dual desks.
* Ensuring proper light & ventilation, use of ceiling fans, energy efficient lamps.
* Use of classrooms for conducting academic sessions as Lectures, Tutorials, Exam halls, Debates.
* Installation of PPT faciltiy.
* Installation of CCTV Surveillance.
* Installation of Digital Boards.
* Daily cleaning & hygiene maintenance.
* Use of classroom as study rooms.
* Conducting Training sessions.
* Locking of classrooms after sessions.
* Use of classrooms as seminar halls, tutorial locations.