

**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, provide link)**

**1. Team / Persons are assigned:**

Laboratories: Each HOD and the Lab assistances

Library : 2 Librarians and HODs.

Sports : Sports Club A team of 7 including Physical Director.

Computers : Department of Computer Science and the Computer technician in the College and one Security person.

Class Rooms : The cleaners, tutors

Campus Beautician: Eco Club” a team of 9 members.

Auditorium and Conference Hall

The Vice Principal and the technician of the College.

Drinking water facility: The Vice- Principal and student council.

Canteen : Canteen in-charge.

Toilets : Cleaners and Vice Principal.

**2. Modus Operandi:**

a. On daily basis: A register is kept at the office for registering any immediate need and call for action. This register is entrusted to the Office Superintended.

b. Purchase needs: Each team / person writes the requirements and is rooted through the Principal to the Correspondent. The Correspondent directs and takes action.

c. For Development and growth:

i) Each team / person plans proposes with estimate which is rooted the Principal to the Correspondent.

ii) The Correspondent consults a team of Administrative Board Office Bearers.

iii) The proposals are tabled at the meeting of the board of administration which meets on the third Sunday of every month.

d. INFIBNET facilities are available in the library and Research Centres, students and research Scholars can access it e-journals and e-books.