

#### **4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

##### **Additional information:**

##### **For Laboratory Maintenance:**

1. Well structured consumables/ Maintenance system is available. The following picture shows the process followed for the Equipment purchase.
2. Separate allocation of budget for laboratory equipment maintenance.
3. Faulty equipment detail is logged in the help desk, a facility available in college intranet. System Administrator will initiate the process of rectifying the fault. Requisite Software Installation on need basis is done under the supervision of System Administrator.
4. Regular cleaning of equipment and laboratory is done under the supervision of technicians.
5. UPS-Batteries are periodically checked & status is recorded in the UPS maintenance register.
6. Obsolete and unserviceable equipment are condemned periodically.
7. Antivirus software is installed centrally and is scheduled to scan regularly.
8. Maintenance of Lab furniture, windows/doors and electrical fittings are periodically carried out.
9. Annual stock verification is done regularly.
10. Login register for monitoring utilization of equipment is maintained.
11. Display and dissemination of good lab practices.
12. Centralized Antivirus software installed in the server for serving all systems in the intranet.

##### **Overall Ambience:**

1. All the laboratories are well furnished with wooden tables to provide better insulation against shock hazards.
2. Laboratories are kept open beyond working hours based on requirement.
3. 115 kVA Uninterrupted Power supply is available with adequate Battery Backup.

4. Automatic restoration of power is facilitated through 500 kVA gensetQty-01, 250 kVA - 02 and 75 kVA-01.
5. LAN facility is available in laboratories, faculty cabins and classrooms.
6. All the computers in the laboratory are part of LAN and can connect to internet. We have 85 Mbps leased line internet connection from Reliance and 40Mbps from BSNL.

#### **For Classroom Maintenance:**

1. Well structured consumables/Maintenance system is available. The following picture shows the process followed for the Equipment purchase.

#### **For Sports Complex:**

Our Indoor stadium consist of four Badminton Courts with gallery, Girls gym, Table Tennis and chess hall for girls , Table Tennis and gym for boys. Indoor Stadium is functioning between 6.00am and 7.00pm

Gym equipments have been Servicing Every Year. The students are permitted to play only with non marking shoes in badminton courts. Students are instructed to remove & check any mud particles and stones in the shoes while entering in the Indoor Stadium. We are providing locker facilities for students to keep their sports goods in the locker. Regular Cleaning and moping is carried out on daily basis.

#### **For Library:**

Systems and procedures to be maintained by the library

- House keeping of our library will be done by every week
- Daily to keep a proper track and maintenance of the library books, News paper, Question bank and projects.
- Books found damaged are frequently checked and are binding services
- Annual pest control measures are taken and books are preserved accordingly .
- Question banks are prepared using university exam questions and are kept as bound volumes for the use of students.
- The practice of maintaining backups and mirroring information are followed for minimization of unfortunate risks in case of system failures.
- Frequent checking the level of distilled water and batteries of UPS
- Follow up of maintenance record for non-consumable property
- Separate fire extinguishers are available for library.

We have the following Services such as,

1. Borrowing & Returning of Books
2. E-Registration of Users

3. Accessibility & Usability of Digitized Information
4. E-Learning / Audio – Visual Live Programme (AU)
5. Lending Printed Journals to the Department
6. Reprographic services and binding

**For computer system:**

- All type of computer accessories diagnostics & troubleshooting for all the campus computers (1443.No).
- Complaints logged by Computer LAB incharges.
- Call assigning to technician, Call follow-up with department.
- Call completion, resolution updating, report generation.
- Cross checking the faulty materials status.
- Update system as soon as new version of OS and application software comes out.
- Linux related solutions - develop and write procedures for installation, use, and troubleshooting.
- User alteration in active directory.
- Rights& Folder permission assigned for user's& group.
- File server log & data maintenance in Windows 2008 R2.
- Webserver &DNS server monitoring on regularly.
- Antivirus server checking.
- Identify malicious or suspicious activity on systems.
- Security auditing & policy arrangement for systems & servers.
- Core switch operation & monitoring. Log checking.

**Others:**

**Campus keeping and Garden development:**

The grounds and gardens are beautifully and aesthetically maintained by the gardeners in the college campus. Along with man power, some sophisticated machines are used to keep the classrooms and corridors clean and green.

**Water supply and Sewage Treatment Plant:**

Mineral water supply in the campus ensures potable water for all the members of the college. Uninterrupted water supply to the campus including hostels is provided. Treated water from the sewage treatment plant is recycled and used for farming and gardening.