**Policy and Procedure of Infrastructure Maintenance:**

Departments in need of repair and maintenance work have to register the issues to the principal. Technician will visit the site and complete the maintenance as required. Bill is generated and processed through the concerned authorities. The college has ***Annual Maintenance Contracts*** with respective vendors.

**Procedure for Utilization of Support facility:**

**Sports:**

The support facilities in the campus can be used for sport activities.

**Utilization and maintenance of Laboratories:**

Separate Laboratories are to be allotted for classes as per the timetable.

Standard Operational Procedures for handling various chemical, equipments and instruments are to be strictly followed.

Dead Stock register is to be maintained and updated regularly.

Verification and inspection of Dead Stock has to be carried out by the concerned heads at the end of the academic year.

Old and outdated equipment, chemicals and instruments should be discarded by following the standard procedure.

Any deviation/discrepancy in any of the above is to be brought to the notice of the Principal immediately.

**Utilization of Library:**

Every student must procure a library card.

This library card can be used for issuing two books every week.

Non return of Library book on time will attract the applicable fine.

Every student can access online journals and magazines through computer terminals available in the E Library.

All college students are free to use the reading rooms which are open from 9.00 a.m. to 6.00 p.m.

**Utilization of Computer Laboratory:**

All computer laboratories will be allotted to different classes and faculty based on syllabus and timetable.

The department of Computer Science maintains all computers and peripherals.

**Utilization of Class Rooms, Common Ladies Room** and **the Career Education Centre:**

Classrooms are allotted as per the student strength.

The College Cleaning Committee is given responsibility for the maintenance of class rooms, Career Education Center and Common Ladies Room.

The committee informs about the maintenance, the requirement of repair / cleanliness.