1. **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

   Objectives for maintain and utilizing physical, academic and support facilities
   1. To provide safe, clean and green campus to all the stake holders.
   2. To apply engineering concepts for the optimization of equipment's and department budgets for better maintainability, reliability and availability of infrastructure.
   3. To create ambience to enhance teaching- learning process.
   4. To provide all the facilities as per norms to handicapped people on campus.

   The policies for maintaining and utilizing physical facilities, academic and support facilities
   - Maintenance of the campus is done through the Infrastructure Department. It consists of a civil maintenance team, electrical maintenance team, and security team. The civil maintenance team looks after all the maintenance of buildings, roads, garden and grounds on the campus. Repair and maintenance are carried out through building contractors, plumbers, carpenters, electricians and painters as per the requirement. All the water tanks are cleaned once in a month. The cleanliness of the campus is maintained by the housekeeping contractor. The laborers and sweepers of the contractors keep all the classrooms, laboratories, library, gymnasium, toilets, grounds, roads and gardens clean.

     The electrical maintenance team looks after all the electrical maintenance of the campus. It consists of maintenance of wiring, electrical appliances, telephone system, Genset, new installations, lifts, and fire protection.

     The security contractor looks after the safety and security of the campus. The security personnel are deployed at the entry gates of the campus and within the campus.
   - The team of central computer department looks after all the IT related maintenance in the campus. This team does the maintenance and recording of CCTV camera, installed at strategic locations in the campus. The maintenance of computers is done by one Hardware Assistant and two Laboratory Assistants.

     There is separate faculty appointed to look after the college website.

- The students are allowed to remain in the college campus and use all the facilities for 24 hours. The timings are from morning 6.00am to12.00pm night. Digital library remains open for 24hrs. Entry of students staying in hostels: boys are allowed up to 12.00pm night and girls are allowed up to 10.00pm night. If students are required to use college facilities e.g. laboratories after stipulated timing then they are allowed to use, with permission from head of the department.

Additional facilities provided in the infrastructure:

- Passenger elevators (Lifts) are provided for the library building and Main Building No 1.
- Ramps are provided to cater for handicapped persons.
- There are more than a sufficient number of toilets for males and females and also for handicapped persons.
- Wheel chair is kept ready for use.
- All the buildings are provided with a drinking water facility with aqua-guards and water coolers.
- Buildings are naturally ventilated and lighted.
- Sufficient parking facility is provided for students, faculties, staff, visitors, and guests.
- Electric energy is saved by providing LED lamps and smart lighting which gets switched off when not in use.
- Hostel campus is provided with biogas plants, wormy composting plant.

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