

#### **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) CCTV –

HEI has over 27 CCTVs. There is established system and procedure to maintain order and discipline in office, Classroom, Laboratories, Libraries, Gymkhana and in campus through CCTVs.

CCTVs maintain the vigilance of every momentum of staff, students and any related stake holder.

##### 2) Feedback –

After every semester, HEI collected feedback from students, parents, employees and employers. Feedback are collected, analyzed and action taken accordingly. This helps to maintain the every corner of HEI. Feedback is ‘third eye’ for maintaining and utilizing, physical, academic and support facilities.

##### 3) Daily report notebook –

Teaching and nonteaching staff has been asked to prepare daily report book. It helps to maintain the system.

##### 4) Daily requirement book –

For teaching and nonteaching staff, the note book is maintained. The requirement of the departments, laboratories, office has to write in this note book. The requirement are to be judged by principal. Then the quotation are to be brought. After comparing the quotation, the order is to place. For ‘anything’ less than Rs.5000/- there is no ‘quotation’ called.

##### 5) Register for entrant –

There is register is maintained in Library and Laboratories for entrants. It help to maintain the system properly.

##### 6) Register for maintenance of Computers –

In each computer laboratory, register is maintained for the ‘PC’ updation.

##### 7) Chemical register –

In laboratories, the chemical register maintained for utilizing the chemicals.

##### 8) Glassware register –

In laboratories, the glassware register is maintained for updation of glasswares.

##### 9) Equipment register –

In every laboratory, the equipment register is maintained for equipment utilization.

##### 10) Dead stock register-

Every purchase is mentioned in the dead stock register. It counts the assets of the college in form of immovable properties.

It helps in maintaining the support facilities.

##### 11) Gymkhana register –

The sport material, sport equipment and related matter are registered properly.

##### 12) E-record of original documents –

Permission letter to college by government, by University, property documents, continuation affiliation etc are valuable documents. These all documents are preserved by lamination. However, the documents are also stored in ‘Soft copy form’. The documents are scanned and stored as e-record. Similarly the ‘photo’ of documents are stored as backup.

13) Insurance of College physical facilities –

The college physical assets are value are approximately over one cores.

For maintenance of facilities, college management insured the physical assets by Insurance over 1 cores.

14) Fire extinguisher –

For maintenance of physical structure, to overcome any disaster management, fire extinguisher are placed at every laboratories, office, library, gymkhana, classroom etc.

15) Regular account of paper photocopies

16) Regular account of stationery in office and in college

17) Regular cleaning of water tank at every month end.