

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

**Institute has established system procedures for maintaining and utilizing physical, academic and support facilities which are as follows –**

**ICT Lab:** The computers and other devices in the lab are maintained and updated by the lab in-charge. The authorities provides the integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, college website, biometric services, troubleshooting of hardware, networking equipments including internet connectivity, procurement of hardware, software. The college has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, library, departments etc.

ITC Lab is connected in LAN is open for the students as time permits them, the office computers which are also connected through the LAN is consisting of the office software making work easier and systematic are restricted their use only to the appointed office staff. The departments and the staff can make use of the computer system with internet at their seating places in addition that majority of the staff has their own laptops provided by the college along with the internet facility. VG Technologies Pvt. Limited provides ITC maintenance.

**Rain water harvesting system:** College has facility for the rain water harvesting in the garden area. Methods to protect rainwater quality include appropriate system design, sound operation and maintenance and treatment. Treatment is mainly appropriate as a remedial action if contamination is expected. Good system design, operation and maintenance are generally the simplest and most effective means of protecting water quality.

**Housekeeping:** BKR housekeeping services provides housekeeping services for campus maintenance. It is responsible for maintaining hygiene and cleanliness in the college campus. Fire escapes, other doors, stairwells, walkways, corridors and other means of access are kept clear and unobstructed at all times. All spills are cleaned up immediately and cleaning material disposed of correctly.

**Electrical Maintenance:** The electrical maintenance section is headed by administration staff. It is supported by a Supervisor and Electricians. LM power system and Nexus power system provides electrical maintenance.

**Class room:** The classrooms, boards and furniture facilities are utilized regularly by the students but sometime it is also made available for the other governmental and the non-governmental organizations for conducting the exams like common entrance test, bar council of India etc. if not in use for the period. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff and in major cases the college goes for the maintenance contract to local experts

**Library:** The library is headed by librarian for both management and Law library. He is supported by the supporting staff for Journal and Reference sections. Library staff helps the students for searching and lending of the books in the library. The library is also provided with LAN facility for the computers and they are loaded with the library software. Library committee advices in purchase of standards books and other references.

**Sports:** The sports department is facilitated by the sports in-charge to educate the students from the entire department. Infrastructure equipped with latest state of art, is supervised by the well trained staff under the supervision of the sports in-charge duly appointed. The supporting staff makes the play field ready for the students, by marking the ground and providing the play kits. The sports department of the college is meritorious and some credit defiantly goes to the adequate infrastructure of this department consisting of the indoor and outdoor area or activities.

**College garden:** The college garden, under the supervision of well trained gardener, is being maintained effectively, efficiently and irrigated on regular basis.

**Security:** The Security of the college is headed by the non-teaching staff. They assigns the duty to the security guards to control and monitor the college premises. The security guard takes care of the security inside and outside area of the college. More than six guards on day and night duty monitored the in-n-out security. The whole campus is under the vigilance of 50 cameras monitored in control room. National Security services provide security services for campus.