

#### **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)**

There is well established system and procedure for maintaining and utilizing physical, academic and support facilities such as sports ground, computer lab, classroom etc in the institute. The maintenance of these facilities are carried out by the respective departments/committee incharge with the help of in house staff on daily basis and periodically. Care is been taken to keep the equipments, machine etc in working condition. In case of breakdown, standard procedure is followed to bring the equipment/machine in working condition. Concerned committee co-ordinator is appointed to monitor and maintain the physical facilities and housekeeping. A brief description is presented below on maintenance and utilization of some facilities.

- 1. Computer Lab:** Computer instructor is responsible to maintain and upgrade the computer lab with necessary equipments from time to time to and to cope-up with change in the syllabus. Dead stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipments etc. Record of utilization of equipments and computers is also maintained by the incharge.



- 2. Library:** Assistant Librarian with support staff maintains the library with the help of Library committee. They focus on the availability and utilization of instructional material in teaching and learning process. At end of the Academic year stock verification is done by library committee. Asstt. Librarian prepares the report on the utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments and purchase is then processed following the procurement procedure.



**3. Sport complex/ground/equipments:** Associate Prof. in Physical Education looks after the sports facilities and sports activities and is responsible for keeping the record of utilization of sport facilities, activities held, and awards for the students etc . Sports equipments are issued to the students as per the schedule of the events. If any equipments get faulty sport director submits proposal for maintenance. Preventive maintenance measures are also taken in time. Associate Prof. of department of Physical Education is responsible.






**4. Class Rooms:** Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department. The class rooms are cleaned on daily basis monitored by class teacher/HOD/Principal and they also ensure that the cleanliness is maintained in the class rooms.



- 5. Electrical, Drinking watercoolers, etc.:** College hires the services of technicians (electrician and plumber) for up keeping and maintenance of electrical and water drinking facility as per requirement. College has also appointed housekeeping staff to maintain the gardens.
- 6. CCTV, Security etc:** To maintain internet connectivity, CCTV security system, network and system administration a team is appointed. LCD projectors, air conditioners are maintained with the help of external agencies. Security staff including day and night Chowkidar is employed to safe guard the whole premises.



**Principal**  
Principal  
M.P.N. College,  
Mullana (Ambala)