

#### **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)**

Saiva Bhanu Kshatriya College has well-established system and procedure for maintaining and utilizing physical, academic and support facilities. The Principal of the college is the authorized person for the augmentation of the infrastructure. The college has eleven laboratories for Chemistry, Physics, Zoology, Botany and Computer Science. Laboratory Stock verification of all the equipments, instruments, glassware, specimens, computing devices is done in all the departments regularly. Breakage registers and Log books are regularly maintained in all the laboratories. Maintenance of instruments in the laboratory is done by the Laboratory Assistant. The Staff in-charge reports the breakage details to the Head of the Department and it is forwarded to the Principal. Service of instruments is done whenever required. The college has two library assistants. They are in-charge of lending books for reference, maintenance of books, journals, magazines and daily news papers. The E-gate registers the entry and exit of the students and staff. Book availability can be verified with OPAC facility. Damaged books are bound, scanned and digitalized in the library. Books which are damaged are recorded in the condemned book register. The Departmental Library is maintained by the Faculty of the respective departments. The college has one play ground and seventeen courts. In the first week of July, the ground is cleaned and all the courts are marked for sports activities before inter departmental tournament. Sports articles are under the maintenance of the Physical Director. The Heads of the Department of Computer Science, Bachelor of Computer

Application, Information Technology and Laboratory Assistants are in-charge of the Computer Laboratory. Two hardware technicians take care of the maintenance and service of the computers. Common computer problems are handled by the concerned Laboratory Assistants. The failure of any computer system and accessories are recorded by the Laboratory Assistants in the breakage register kept in the Computer Laboratory. Computer systems are installed with power backup. Students are instructed to follow standard operating procedures strictly during the use of systems to avoid system failure due to improper usage. Class rooms maintenance work related to electrical, carpentry and white washing of the classrooms is carried out under the supervision of maintenance Non- Teaching Staff. Major repair work is done during summer vacation. Computers, Laboratory Instruments and Equipments, Air-conditioners, Generators and other equipments are cleaned, calibrated and maintained on a regular basis. The instruments and equipments are serviced by the suppliers from whom it is purchased, in case of any service required. The maintenance register of the same is kept in the laboratory. In the department stock registers and stock issue register are maintained. Every March, the stock register is closed and the condemned equipments marked in the condemned register are replaced with the new ones. Internal stock audit is done by the Heads of the Department and the report of Internal stock audit is submitted to the Principal.