

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

Krishna Chandra College has conventional procedures and policies for maintaining and utilizing physical, academic, and support facilities - laboratory, library, sports complex, computers, classrooms, etc.

### **Maintenance of the laboratory:**

- The laboratory equipment, specimens, and other necessary chemicals are purchased by the office of the Principal and purchase committee as per the requirements of the teaching departments of the college.
- Record of maintenance account is maintained by teachers and supervised by the coordinator of the concerned departments.
- The Lab attendant issues equipment to the students before the commencement of practical class through the issue register.
- The lab attendant keeps a record of any breakage, the calibration, repairing, and maintenance of sophisticated lab equipment.
- Stock register is regularly maintained.

### **Maintenance of library:**

- The college Library is automated. The library software is used for Library for housekeeping operations (circulation, serial control, stock verification, etc.)
- The list of books and other materials for purchase in the library is taken from the departments and Coordinators of the departments are actively involved in this process. The principal duly approved and signed the finalized list of required books.
- For maintenance of library infrastructure and facilities, the library committee and Principal have been responsible for purchasing books/manuscripts and other materials.
- The departments of the colleges have a good stock of texts and references in their departmental libraries.
- For enriching the library, the library committee always encourages the departments to procure good publications from national and international publishers.
- The library committee appeals to the teachers and alumni to donate books.
- To ensure the return of books, students must obtain a 'no dues' certificate from the library before appearing in the end semester examinations.
- To take users' feedback, a suggestion box is installed inside the prominent position of the central library.
- Library periodically does the stock verification.

### **Maintenance of the sports facilities:**

- Students' union takes the responsibilities of the maintenance of the sports facilities. The necessary goods/sports items and fitness-related equipment are purchased by the Principal as per the recommendations of the sports committee and the Student Union of the college.
- The college authority purchases them by calling quotations.

- Some of the sports items are kept in boys'/girls' common rooms/ union room and given out for use by students under the monitoring of the Sports cum common room representatives.
- Gym facilities are available for the use of the students.
- Periodically necessary steps were taken by the college authority to nurture the sports activities of the students.

#### **Maintenance of Computers and IT facilities:**

- Principal decides about purchasing necessary IT equipment as per recommendations received from the departments of the college.
- IT facilities are maintained by computer skilled personnel and they periodically up-grade the IT resources.
- The IT facilities are recorded in the stock register.
- There is an ICT facility in the college that is supervised by experienced teachers.
- Outsourcing is done for maintenance/repairing of Computers/Printers/Xerox machines and internet facilities including Wi-Fi and broadband.

#### **Maintenance of Classroom facilities:**

- The maintenance/cleanliness of classrooms is done regularly by Grade -IV workers and sweepers.
- After the completion of the admission process in each semester, it is ensured that all the classrooms have adequate benches.
- The fans, bulbs/tubes, projectors, and electrical appliances are checked periodically.
- Purchase committee appraised the requirements related to the classroom facilities.

#### **Maintenance of additional support facilities:**

- Regular cleaning of water tanks, appropriate garbage clearance, pest control, gardening, and maintenance of lawns is done by the concerned Employees of the college.
- Maintenance and cleanliness of the college campus are monitored through regular inspection.
- Outsourcing is done regularly for the maintenance of wooden furniture, electrification, water purifier, and plumbing works.
- Toilets are cleaned by the sweepers regularly.
- The building committee looks after the proper maintenance of the building.