

4.4.2 Procedures and policies maintaining and utilizing Physical Academic

(i) Lab

- ❖ Dead stock register is maintained
- ❖ Regular maintenance is taken care of
- ❖ Attendance register is maintained for students
- ❖ Purchasing committee looks after purchase of new equipments and software.

(i) Building

- ❖ Construction Cell of the parent Association looks after the augmentation and maintenance of the building
- ❖ Office superintendent looks after the cleanliness of office and classroom.
- ❖ The students and staff members are free to use all the facilities available in the campus.

(ii) Library

- ❖ Duly formed committee looks after maintenance of library.
- ❖ The entry register is kept for the students as well as staff members.
- ❖ Books are to be returned within stipulated period.
- ❖ If any student or faculty is leaving the institution he/she must get no due certificate from the librarian.
- ❖ During the examinations the working hours of the library will be extended.

(iii) Sports

- ❖ Sports facilities are kept open from 9:00 am to 5:00 pm on all working days.
- ❖ Physical Director monitors the sports facilities.
- ❖ Play ground is maintained clean and intact.
- ❖ Purchasing committee of parent association looks after purchase of sports materials after consulting the physical director.