

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

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

Laboratory- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:

- The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.
- The microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments.
- There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

Library- The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

- Every year in the beginning of session, students are motivated to register themselves in library to use INFLIBNET. During 2017-18 session the number of INFLIBNET users was 943.
- The Library has special facility for visually challenged students by setting up two special computers for them.
- Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- The proper account of visitors (students and staff) on daily basis is maintained.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

Sports: Regarding the maintenance of indoor Badminton/ Volley Ball court / TT Courts /Gym on the college sports in charge consult coaches. In their guidance accommodations are arranged.

During the session 2017-18 college won the cricket intercollegiate championship. College students also won prizes in Chess, Boxing, Football, Basket Ball (W & M), Table Tennis, 400 mts Race, 100 mts race in Univ. level sports.

Computers- Centralized computer laboratory established by UGC funds and more funds are used to maintain computers in the college. Computer maintenance through AMC is done regularly and non-repairable systems are disposed off.

Classrooms-The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments.

- With the help of the two full time sweepers cleanliness of class rooms is maintained. They are well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner.
- A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame.
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.
- SGRR College/ SGRR Education Mission has its own workshop where furniture repair is done without any charges.

There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.