

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)

Our college adopts a systematic procedure for Maintaining and Utilizing the Physical, Academic and Support facilities like laboratory, library, sports complex, computers, classrooms etc. Every year each department gives a list of equipment, repairable or broken, called physical verification.

First we look the cleanliness program:

- There are four employees for this purpose. One of them is government employee and other three are JBS employees. JBS employees clean the campus on regular basis. They sanitize the Classrooms, Staffroom, Seminar hall, Laboratory and Veranda. One JBS employee look after the plants. Sweeper cleans all the 10 toilets daily.
- Dustbins are kept in-front of the class rooms. Students are asked to throw the wastage material like Rough paper in these dustbins. There are Cleanliness Captain nominated by NSS for each class-rooms. The cleanliness captain reports if there is any dirty place in the campus. They also take part in the cleanliness awareness program held by NSS.
- Since there is no any lab-attendant against the sanctioned post, so these JBS employees clean the laboratory time-to-time under the supervision of HoD.
- Water purifier is maintained time-to-time.

Now, we give the details of academic and support facilities:

- There are Generators for examination purpose, especially for occasional time in Examination, when light is off. It is maintained by an skilled person, contacted in the city or from outside.
- Projectors, Computers, CCTVs, Wi-Fi and anti-virus in Computers etc. are maintained by a responsible officer from time-to-time. There is a technical officer for this purpose, under which the non-teaching staff and computer operator operates these items.
- If there is any Mechanical or Functional error in above academic and support facilities, the HoD has to write an application to the Principal for its maintenance.
- A professional mechanic also observes this issue if the problem is not solved.

Maintenance of library and sports facilities:

- One post of book-lifter is vacant in this college. A post of JBS employee is appointed every year. He keeps the library Maintains.
- There is no post for sports care-taker. One post of sports officer is sanctioned. The Maintenance of sports ground is done by him. College staff as well as alumni of the college helps him in this work partially, especially in ground making and organizing tournament and as in referee.

Infrastructure and furniture Maintenance:

- The building was constructed from state PWD (Public work department). In time-to-time the Public Work Department (PWD) Maintains the college building. It whitewashes and repairs some broken items if necessary. Besides, the Nagar-Panchayat keeps watch and does minor construction, id needed and demanded by the college.
- Many furniture is broken every year. Also, the strength of the college increases every year. The number of examinees in regular and private classes are increasing every year. So, the furniture is a necessary item to maintain. Keeping this in mind, every year furniture is either purchased or repaired from broken furniture.