

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)

Institute makes budgetary provision under different heads for maintaining and utilizing physical, academic and support facilities. Institute development committee assigned enough funds for maintenance and repairing. Grants from UGC and college management funds are used to maintain physical and academic facilities.

To maintain the infrastructure facilities and equipments, following activities are undertaken by college:-

- ◆ There is stock maintenance committee in the college, who maintains the stock register by physically verifying the items round the year.
- ◆ Department wise annual stock verification is done by concerned head of the department.
- ◆ Regular maintenance of laboratory equipments is done by laboratory assistant along with laboratory.
- ◆ Overall development of campus is done by campus discipline and cleanliness committee of the college.
- ◆ Regular cleaning of water tanks, proper garbage disposal, pest control and landscaping is done by institute fourth class employees.
- ◆ College garden maintenance is done by gardening committee of the college.
- ◆ In computer laboratory, updating of softwares is done by lab Coordinator.
- ◆ Regular maintenance of the wooden, furniture, electrification, plumbing, generator, inverter, water cooler and water purifier is done by outsourcing agent (AMC).
- ◆ The maintenance of the reading room and stock verification of library books is done regularly by library staff.
- ◆ The URL for Institutional Website: www.macscollege.in www.macscollege.in