

**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)**

There is a library advisory committee (LAC) to guide and supervise the library activities. A brief overview of its composition and activities are presented below:

**Composition and core focus of the LAC:** The committee consists of senior teaching faculty members drawn from different streams. The committee's priority is to ensure that the library is updated and all the available resources are utilized to the optimal extent. The committee meets at least twice in each semester and deliberates upon major issues relating to procurement, transactions and optimal use of resources.

The college has formed a committee for the maintenance /upkeep of the infrastructure facilities and equipments of the college. The committee undertakes an initial inspection of the condition of various assets like building, IT equipment, laboratory equipment etc.

The findings of the same are passed on to the Principal. The Principal initiates the process of arranging for repair/restoration of the assets. It is done in consultation with and guidance from a designated engineer working with the KLE Society, in case of civil works. For maintenance of IT related equipment, the vendors are contacted to initiate the process of repair and restoration. In other cases, appropriate external personnel are hired to ensure repairs to various assets.

Twice in a year the maintenance committee inspects the infrastructure and plans out for calibration of existing equipment. Calibration of the equipment employed in our laboratories is ensured at the beginning of each semester. Our science faculty members have good understanding of the working dynamics of almost all laboratory equipments that they use in the teaching-learning process. Appropriate technicians are hired to ensure that the equipments in states of disrepair are duly inspected and restored to the state of satisfactory working.

The laboratories have been fitted with UPS systems with inbuilt voltage stabilizers to insulate them from the problems of major fluctuations in voltage. A generator has been installed, which ensures uninterrupted electricity supply. The campus has bore-wells that are charged by means of water-harvesting. A well-designed and well-maintained water-supply system ensures that there is constant water-supply in the campus for all activities.

All high value equipment units are maintained with due care. Insurance is taken on equipment of high unit value. Our KLE Society Head Office has designated engineers that guide and support us in ensuring that all our valuable equipments are well maintained and stay useful all the time.