

### **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classroom etc.**

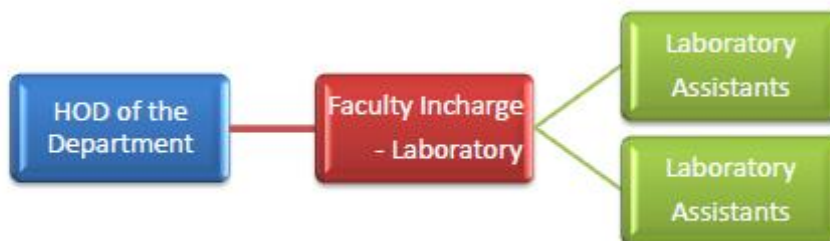
SVCET College has well documented Policies and Procedures procedures followed for maintaining various physical, academic and support facilities. These are transparent and are very supportive considering augmentation criteria. The college has maintenance committee that oversees the maintenance of buildings, classrooms and laboratories. An eco friendly environment is of prime importance in the college.

Adequate in - house staff is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each floor.

- Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by a full time gardener.
- The campus maintenance is monitored through surveillance Cameras.

#### Maintenance of Lab:

The equipment and machineries in the laboratory/workshop are maintained by the lab In-charge(s)/workshop In-Charge(s) with the advice of HOD, Principal and Management.



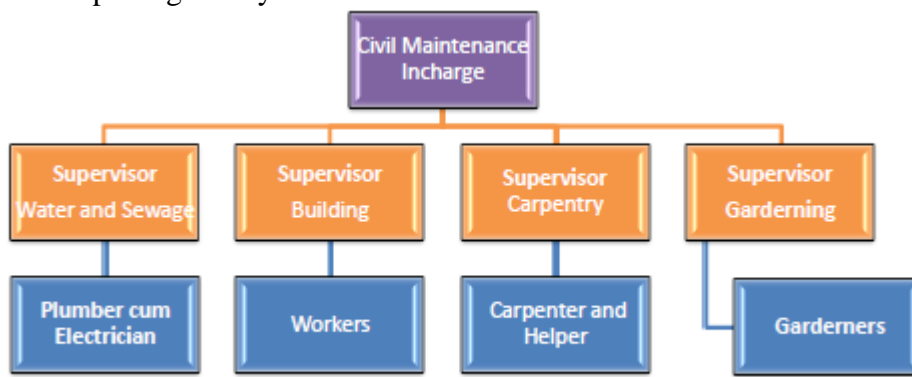
- Every department maintains a stock register for the available equipment.
- Proper inspection is done and verification of stock takes place at the end of every year.
- For computer labs, Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories.
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- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.
- Optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in - house electricians and plumbers.

**Maintenance and utilization of the Infrastructure Facilities:**

The maintenance and upkeep of the infrastructure facilities are carried out with the support of the heads of the particular infrastructure department. The following is the organizational chart of the departments.

**Civil Maintenance:**

The civil maintenance is headed by College management. Supervisors will look after water and sewage, building, carpentry and Gardening with the support of skill workers. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office. The requirements are collectively processed in every semester break so as to keep things ready for the new semester.



**Parking facilities:**

Parking facility is well organized. The area is demarcated separately for 2 wheelers and 4-wheelers. The Parking area is provided with shade for safety of vehicles during rain and shine. Security is provided for controlling and optimum utilization of space.

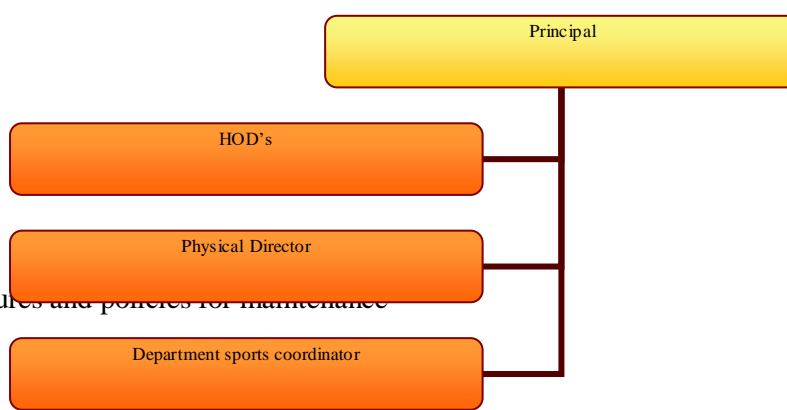
**GEN-SET**

The College has a noiseless and pollution-free Gen-set, to the convenience and advantage of the students/college community. The generator is maintained by Electrician.

**Maintenance of sports facilities:**

The college has spacious ground for the sporting work and has furnished sports arrangements for playing indoor and outdoor games. The sports are maintained by two Physical Directors with the assistance of Physical Education department.

The Physical education department is performing under the headship of Principal with HOD's , Physical Director, and Department sports co-coordinator as committee. The committee meets periodically once in semester and finalize action plan related to sports, maintenance related works.



**Maintenance of classrooms:**

SVCET college provides and ambient acoustically sound class rooms for their students. The rooms are spacious and support students during class work with proper lighting and fans. The desks are made of metal and provide a smooth seating and writing comfort for students. Each desk has a rack with sufficient space to keep their belongings during class work.

The class rooms are maintained by team of scavengers on daily basis and any repair to desks will be taken up on top priority basis.

**Maintenance of library:**

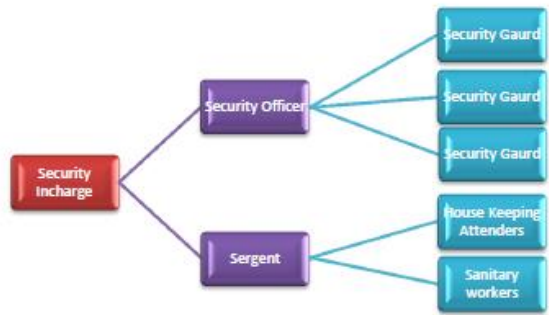
The library is headed by librarian and he is the premises superior for both U.G. and P.G. library. He is supported by the assistant librarian, supporting staff (Senior and junior clerks) for Journal and Reference sections. In addition to the above staff, junior safety Assistants, and attenders will help the students for searching and lending of the books in the library.



The library is fully digitized and is open even after class hours. It has computer terminals with internet facility and large reading spaces. A regular update on new additions is provided by the library. A library committee works regularly to oversee the functioning of the library and various other committees' coordinate with each other to enable the students to get maximum exposure and participation and also to avail all the facilities provided by the college. Pest control of library books and records is done every year by the maintenance department.

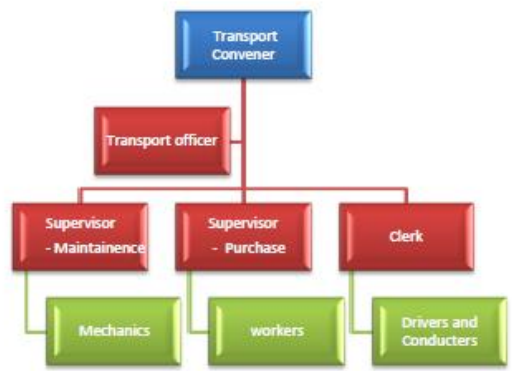
**Security:**

The Security of the college is headed by the senior Teaching staff. He is supported by the Security officer and the sergeant. Security officer assigns the duty to the security guards to control and monitor the college the premises. The sergeant takes care of the cleanliness inside the college with the support of Housekeepers and sanitary workers.



***Vehicles: Transport***

There are 17 buses, one staff jeep. The buses are plying covering all the routes for the use of staff and students. The vans are exclusively utilized for HODs, Senior Professors and Guest speakers. The Emergency Van (Ambulance) is available in the college 24\*7 hours for students and faculty at the time of emergency.



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