

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

The maintenance of physical, academic and support facilities are performed by the respective departments with the aid of in-house staff on daily basis and periodically. The attention has been given to keep the instruments, equipments, machine etc., in working good condition. Preventive maintenance for the instruments/equipment are being followed regularly. The college has a separate wing for maintaining physical facilities like building, electricity, water supply, sanitary, housekeeping etc.

1. Buildings and Campus: A dedicated estate engineer office manages the maintenance of building like repairs and renovations. Electrical engineering wing looking into the maintenance of electrical equipments and accessories in the college campus. Water supply lines are continuously being monitored and repaired under estate engineer office. Housekeeping department of the college looks into the daily cleaning of classrooms, departments, roads and landscape of the college. The sanitary cleaning is being outsourced for cleaning and maintaining toilets and washing areas of the college. A brief description is presented below on maintenance and utilization of some facilities.

##### 2. Laboratories:

For each laboratory, a faculty is made as lab in charge. Also, it is monitored by Foreman, Instructors, Assistant instructors and attendants. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary instruments/equipments from time to time to remove obsolete systems. Dead stock verification is carried out to verify working/nonworking/missing equipments etc. Preventive maintenance and performance monitoring is carried out. Every laboratory assistance keeps the record of utilization of equipments, computers and other required material for experiments.

3. Library: A librarian with supporting staff have been appointed to maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process. At end of the Academic year stock verification is performed. Librarian will prepare the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments this is then processed following the procurement procedure.

4. Sport complex/ground/equipments: Physical Director of the institute looks after the sports facilities and the activities. The sports equipments are issued to the students as per the schedule

of the events. If any equipments get faulty sport director submits proposal for maintenance. Preventive maintenance measures are taken in time. Sport director is responsible for keeping the record of utilization of sport Facilities, activities held, awards for the students etc.

5. Classrooms: Classrooms are allocated to all departments along with necessary ICT tools. The classrooms are utilized as per the timetable of the department. The classrooms are cleaned on daily basis monitored by institute garden committee supervisor. HODs and faculty advisors also monitor the cleanliness.

  
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