

**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)*

- The campus maintenance is monitored through surveillance Cameras.
- To maintain hygiene, cleanliness and infrastructure on the campus to provide a congenial learning environment, adequate in-house staff is employed.
- Estate office of the MGCGV oversees the maintenance of buildings, classrooms and laboratories.
- Estate office monitors the work and efficiently organizes the workforce, maintaining duty tiles containing details about their individual floor-wise responsibilities, timings, leave, etc.
- The Estate office conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Classrooms, Staffrooms, Seminar halls and Laboratories, etc. are cleaned and maintained regularly by assigned staff. Toilets and rest rooms are well maintained. Dustbins are placed in every floor.
- Optimum working condition of all properties and equipment in the campus is ensured through annual maintenance. The annual maintenance includes maintenance of Generator, CCTV cameras and Water Purifiers.
- Apart from contract workers, the college has trained in-house electrician and computer technician
- Lab assistants under the supervision of the HOD maintain the efficiency of the university computers.
- Every department maintains a stock register for the available equipment's.
- Proper inspection is done, and verification of stock takes place at the end of every year.
- The civil and electrical work is adequately monitored and maintained by the supervision of the Head of Estate Unit.
- Periodic reporting on requirements of repairs and maintenance are submitted by the HODs Head of the Estate Unit.
- Library books and records maintenance is done every year by the library staff.
- The non-teaching staff is also trained in maintenance of laboratory equipment
- University is having sports complex which is managed by Sports Officer of the University.