

***4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.***

To optimize the allocation and utilization of available resources and for maintenance, up-gradation of physical and academic facilities in the college, there are various committees constituted. In the CDC, IQAC meetings & the meetings of head of the departments and various committees, different issues are discussed. The management allocates the available funds as per the requirements and priorities through the principal.

The record of laboratory purchase, expenses is maintained in laboratory stock books. The instruments and equipment are regularly cleaned and maintained.

The 'Library Advisory Committee' reviews the needs of the library. To ensure return of books, 'no dues' from the library is mandatory for students and staff. Weeding out of old titles is decided by the library committee.

Software and hardware have been periodically reviewed and upgraded as per requirements. The college website is maintained and updated regularly by college staff.

The building committee looks after maintenance of infrastructure. The employees on contract clean the classrooms, library and the laboratories. There are technicians, mason, plumbers, carpenters deputed by the management; who ensure the corresponding maintenance. The college has its own sports ground that is maintained and upgraded regularly with the help of the ground staff and other contract agencies.

The concerned policy document is available at the following link: <https://mohotasci.edu.in/wp-content/uploads/2020/10/Procedure-and-Policies-for-Maintaining-and-Utilizing-Physical.pdf>

