

CHEBROLU ENGINEERING COLLEGE

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.

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Described policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 100 words The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

Classroom management:

Classroom being the most primary and important work space, it is managed with proper systems and procedures as recommended by the Management and the University. It is followed keeping in mind the modern teaching learning environment. The classrooms are well equipped with all modern technology like the smart boards, mike systems, and other technologies for better and effective teaching. CCTVs installed in each classroom to make sure of the safety and the security of all students, teachers and equipment.

The institution has adequate infrastructure and physical facilities for teaching – learning, towards this our college has 36 classrooms, apart from this one principal room, one Board room, one office room, one department office, 7 Head of department rooms, 7 faculty rooms, 2 Central stores, one maintenance, one security, one housekeeping, one pantry, one examination control office, one placement office, 20 tutorials, 2 drawing halls, 6 computer labs, one seminar hall, 72 Laboratories, four workshops, one Library.

Stock list of assets of Class room property, cleaning and maintenance are done on a regular basis, Annual Maintenance Contract (AMC) of all the modern teaching technology, proper reporting

system about repairs and replacements are the basic attributes of classroom management. This also includes the asset management that forms the core in the working of the college.

Laboratory

The institution has adequate infrastructure and physical facilities for teaching – learning, towards this our college has 72 Laboratories from different Departments, apart from this 36 classrooms, one principal room, one Board room, one office room, one department office, 7 Head of department rooms, 7 faculty rooms, 2 Central stores, one maintenance, one security, one housekeeping, one pantry, one examination control office, one placement office, 20 tutorials, 2 drawing halls, 6 computer labs, one seminar hall, four workshops and one Library.

As the College has seven Science departments, the Laboratory policy forms the core in the working of the institution. While the Laboratory has several instruments and equipment, the same is maintained through AMCs.

1. Locations of laboratory safety showers, eyewash stations, and fire extinguishers help to assure protective measures to minimize the causalities.
2. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.

Library

For overall smooth functioning of the library, it is divided into following five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements.

1. Acquisition/ Processing Section
2. Circulation Section
3. Serial Section
4. Reference Section
5. ICT and Digital Section

The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered, check on the facilities to be provided for the students and the staff. Generally, the norms conform to the institutional policies and the policies of the parent body.

Yearly statistics for utilization of library resources helps in collection development policy of the library. Withdrawal of books and other reading material which is not useful for current references is done on a regular basis. A GR signed by the Library Committee and Head of the Institute initiates the withdrawal policy.

Sports

Games and sports are very similar: A game is a physical or mental activity or contest that has rules and that people do for pleasure. A sport is a contest or game in which people do certain physical activities according to a specific set of rules and compete against each other. The difference is subtle. A game is any mental or physical activity with rules that is done for fun, such as physical activities like baseball and soccer, or board games such as chess and Monopoly, or card games, or electronic games (like apps), or video games. Sports are specific physical activities one can compete in such as baseball, soccer, football, field hockey, running, cycling, rock climbing, swimming, diving, race car driving, kayaking, or weight lifting. There are many more games and sports than what is listed here. Below are some examples of 'game' and 'sport' in sentences.

Sports committee looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. For holistic development, students are encouraged to participate in the competitions. Coaches for events where there is good student representation, are appointed with the permission of the Management and the Principal. The celebration of the International Yoga Day has become a regular affair and many students and staffs participate in the same.

While the IQAC defines policies related to workshops/seminars/conferences for students and staff across faculties, the website acquaints the users with the working system of the college and also invites suggestions on better working processes.

Computers

Computer centre caters to the day-to-day needs of the students and faculty to keep abreast with the trends in engineering and technology. The college has **600** terminals with necessary accessories and peripherals which are supported by appropriate software, The Institute is equipped with excellent computing facility and is networked through LAN. Internet facility with 200 MBPS bandwidth is available to all academic, Administrative units and Hostels.

Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance contracts for computers, copier machines, software, CCTV, Fire extinguisher, garden, security are in place. Policy is developed to maintain a balanced student and computer ratio, so that all students will be benefited for academic purposes.

An external housekeeping service looks after cleanliness on the campus. Website is maintained and updated with the help of external professionals. Policy is developed to keep parents informed about student's attendance via mobile messages assuring safety of the students. The well-defined purchase policy developed by the Management Purchase Committee looks after all the purchases in the college.

Institution follows all safety and security norms as required for an educational institution and makes optimal use of all security mechanisms. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.