

Maintenance of Physical, Academic and Support Facilities

The institution has established systems and procedures for the use of infrastructure.

- **Classrooms** are allotted on the basis of strength and proximity to labs and staff rooms as far as possible. For NME and Soft Skills, students move to different rooms. There is a general Stock Register which lists the furniture and electrical equipment in each room. Each department has been provided with one smart classroom for interactive teaching-learning.
- **Laboratories** are maintained by the departments. Each lab has a lab manual and a Stock Register. The Stock Register has a record of all equipments/substances/software/systems and servers with their configuration and date/year of purchase. At the end of every academic year inter-departmental stock checking is done.

The **CTTE Maryland Library** is open from 8.30 a.m to 4.00 p.m. The library is fully automated with ILMS Autolib Software and OPAC. All issues and returns are through this system which has the database of books and can give information on whether a book is available or out on circulation and when it will be returned.

The **Research Section** has 4 carrels with Wi-Fi facility for students to work with their laptops. **The library Wi-Fi has static IP 49.204.221.60 and speed of 150 mbps.**

All **new acquisitions** are entered into the Accession Register with Accession number, Call Numbers and Bar Code. These new books are displayed in the New Arrivals Section for two to four weeks.

Library Stock-Checking is done either at the end or the beginning of the academic year.

Budget for new books is prepared by the librarian after receiving the list of books required by the departments at the beginning of each semester.

The e-Browsing Section which has Reprography facility with Canon IRA 4525 machine is part of the library.

The Sports Facility includes an open play ground in the main campus with a 200

meter track, a cricket pitch, throw ball court and high-jump and long-jump pit.

Auditoriums/Seminar & Lecture Halls are made available for activities to all the departments and clubs through entries in a monthly planner available in the College Office.

Maintenance work is outsourced to individuals/companies through AMC

There is a **Press** common to all the institutions under the C.T.T.E Trust which takes care of printing work.