## SDM COLLEGE OF ENGINEERING AND TECHNOLOGY

# Procedures and policies for utilizing physical, academic and support facilities

The college has been accorded autonomous status from the Academic Year 2007-08 by UGC and VTU also institutional autonomy by VTU from 2016. The Academic Council provides the rules and regulations for the smooth conduct of academic programs with the approval of the Governing Council and shall continuously monitor the programs and makes appropriate amendments to the rules and regulations whenever required. Various committees have been constituted as per the norms and guidelines to recommend to the AC for consideration of the academic/infrastructure related proposals.

In accordance with the Academic Council and Board of Studies of various programs, the physical infra structure is created and are being used. The details as follows:

#### Classrooms:

Each Department is allocated a fixed number of classrooms every semester. The department with 120 student's intake is allotted 5 classrooms and department with 60 intake is allotted with 3 classrooms, apart from common classrooms for 1<sup>st</sup> year classes.

The Department prepares semester wise Timetables and the allotted classrooms are mentioned in the Timetable. The classes are engaged according to the timetable.

### Laboratories:

All the laboratories/ resources/facilities are under the control of HODs/ section heads. Timetable is prepared with adequate number of batches and number of students per batch. All the Laboratories are engaged according to the timetable.

Any batch/student wishing to repeat the laboratory experiments can do so with permission from the respective lab faculty in charge. Any student/ research scholars intending to use the laboratory for projects/research will have to take prior permission from HOD/Section head.

#### Library:

Library is centrally located in the campus housed in independent building having a plinth area of over 2412 Sq metres, having total seating capacity of 550 students at a time. The Library has over 60,000 volumes which are updated regularly by way of adding new collections in diverse formats in the form of text books, reference books, reports, proceedings, abstracts & indexes, encyclopaedias, data books, standards (National & International) Journals, Audio Visual resources, CDs, educational videos and thesis/reports.

The operating principle of library is well designed with student friendly environment for learning. The library rules are published in our college website. url: <a href="https://sdmcet.ac.in/library/">https://sdmcet.ac.in/library/</a>

#### Sports:

Sports at SDMCET is considered an important component of overall personality development of our students and staff. We encourage all students to participate in a college sport as we firmly believe in its benefits. We want to teach our students and staff to be committed to their team and take responsibility for their actions.

All our sports facilities are maintained and managed by our physical director. Our sports department is working beyond college working hours such as morning 6.00 am to evening 8.00pm. all the faculty, staff and students have access to sports facilities.

### Campus Maintenance:

The campus maintenance is carried out by the chief maintenance engineer (CME). He has a team of support staff for different expertise such as cleanliness, garden and greenery, electrical maintenance, housekeeping, civil maintenance, transport etc., Each team has a superintendent, supervisors, and qualified staff.

House keeping and routine seasonal maintenance work is carried out in a routine way by the concerned superintendent. They maintain the campus with utmost ambiance for teaching and learning.

In case of any maintenance support, user department will log a call with the CME , he in turn will assign the job to the concerned superintendent , the work will be done with utmost coordination and support.

Chairman-CSPU

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