

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 college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities. Meetings of various committees, constituted for this purpose, are held regularly. Adequate in-house staff is employed to maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffroom, Seminar hall, Auditorium and Laboratories etc are cleaned and maintained regularly. Wash rooms and rest rooms are well maintained. Dustbins are placed at various locations in the campus. The Green Cover of the campus is well maintained by a full time gardener. There is an adequate parking facility in the college campus. The college hires various professionals like—technicians, masons, plumber, carpenter etc. to ensure the maintenance and upkeep of the college infrastructure.

Laboratories:

The college has well equipped Laboratories which are maintained by lab technicians and supervised by the concerned HOD. Every department maintains a stock register for the available equipment and other related materials. If there is fault in any equipment, the concerned HOD makes recommendations through proper channel and services of outside experts are taken.

Library:

The Library is run by the librarian and other helping staff. Online books, magazines, digitalization & computer facilities are available in the library. The library committee is constituted for proper maintenance and functioning of the library. The requirement and list of books is taken from different departments and HODs. The finalized list of required books is purchased after the approval of the Principal. To ensure timely return of books, 'No Dues Slip' is mandatory for students before appearing in examination. The proper account of visitors (students and staff) on a daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

Sports:

The college games and sports activities are run by the Physical Education Deptt. of the college. This department also bears the responsibility of maintenance and expansion of existing sports facilities. A full time Ground man is appointed for the maintenance of ground and Sports equipment. The college has a Basketball Court with flood lights, 400 mtrs. grassy standard track, Cricket ground with concrete practice pitch, Volleyball Court, Kabbadi Court and Badminton indoor court. The College provides basic established sports facilities to surrounding sportsmen in the evening session.

Computers:

College has a centralized computer laboratory with a sufficient number of computers. A full time technician who is an expert of computer software and hardware is appointed to maintain the

computers and other equipment of the lab. As and when required, outside experts are hired for their services on the recommendation of the computer lab in charge.

Classrooms and Seminar Hall:

College has classrooms, auditorium, seminar hall and staff room with sufficient sitting capacity. With the help of two full time sweepers cleanliness of these is maintained regularly. All class rooms are fully ventilated and lighted.

Drinking Water:

The facility of drinking water is available at different places in the college. Overhead water tanks are cleaned regularly.