

#### **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The college ensures optimum utilization of physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. with available financial resources. To maintain different facilities the constituted committees held regular meetings for utilization of grants in favors of students.

**Laboratory-** Laboratory assistance maintains all the record of account under the supervision of concerned Head of Departments. Other measures to maintain laboratories are as follows:

- The repairing and maintenance of sophisticated laboratory equipments are done by the technicians.
- The microscopes used for biological experiments are cleaned and maintained yearly by the concerned departments. The record of maintenance is maintained by lab technicians and supervised by HODs.
- There is proper disposal of all types of waste such as bio-degradable chemical/chemical and e-waste.

**Library-** The acquisition of reading material is done by collecting list of books from the concerned Departments Head. The finalized list of required books is duly approved and signed by the Principal and Library Advised committee.

- Every year in the month of April INFLIBNET consortium is renewed.
- To the physically challenged students, the library provides book bank scheme at free of cost. As per their requirement services are made available to their desk.
- Suggestion box is kept at the main entrance of Library.
- To ensure return of books, 'no dues' from the library is mandatory for students before issuing transfer certificate.
- The proper record of visitors (students and staff) on 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:** Students start their daily workout early in the morning. During the daily practice players gather at 7.30 a.m. We have separate gymnasium for girls and for other indoor events, we have hall. The gymnasium is timely maintained by the approval of gymnasium committee. For the outdoor events like Athletics, Kho-Kho, Kabaddi, Hockcy, Football, Cricket, we have huge ground and 400 meter track . Track is timely maintained. We provide all the facilities to the students.

**Computers-** Six Computer laboratories with 189 PCs are established and duly maintained by using college own fund. Three well qualified technicians are hired for maintenance of the same. The e-waste generated during the year is disposed off.

**Classrooms-**The College has Three separate buildings. The maintenance of all classrooms is on routine basis. Heads of all departments submit their requirements to the Principal regarding the classroom furniture. The classrooms are timely maintained by using the college development fund.

- Sweepers are appointed to maintain the classrooms.
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

The technicians, plumbers, electrician, carpenters are deputed by the management for the maintenance of classrooms and other related infrastructure.