

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

College has a well established procedures and systematic usage and maintenance of all the physical, academic and support facilities. The physical infrastructure of the college such as laboratory, library, sports complex, computers, classrooms and others undergo proper and timely maintenance based on the requirement and fulfilling the needs of all the stakeholders.

### **Academic**

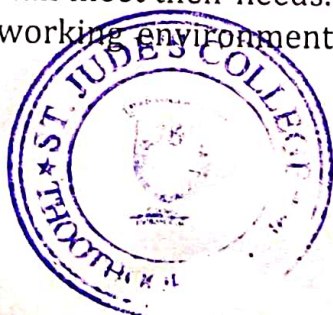
1. Each department has installed ICT enabled smart class rooms for its uses. Based on the requirement, the smart classroom is utilized for a better learning environment. Besides, each department has its own staff rooms with required facilities. Timely and quick maintenance systems are in place to keep them going and additional facilities are added from time to time.
2. There is a seminar hall with air conditioning facility which is used for the conduct of seminars, association meetings, conferences, etc. seminar hall also has access to ICT facilities. ACs and other facilities are properly maintained.
3. The college has a well-equipped and well stocked library open for all students and library. Every year new books are purchased and added to the library based on the changing and updated curriculum requirements. The library also has automation facilities.

### **Sports and extracurricular activities**

1. The college trains deserving students in sports who are guided to further excel in their sport by the Physical Education Department of the College. The college has state of the art sports Infrastructure. The College is also known for its focus on cocurricular activities that are seen as an integral part of the teaching methodology. The college has a Yoga Room for recreation, fitness center, Archery Training Area with Equipment, Indoor Wooden Badminton Hall, One concrete Basketball Court, Play Field with Centre Cricket Pitch and Football uprights, Sports Room, Sports Store Room.
2. The college has a state of the art auditorium with excellent sound and light systems. The college strives to develop both curricular and extra-curricular talents in the students. There are different student societies in the college. Some of these societies are also allocated rooms to coordinate and undertake their activities. The college has an acoustically efficient amphitheatre and an open theatre.

### **Administration and other amenities**

1. The office has staff cabins, reception desk and other well supportive facilities to enable students and staff meet their needs. These have been planned in a manner to provide effective working environment while maximizing an efficient use of



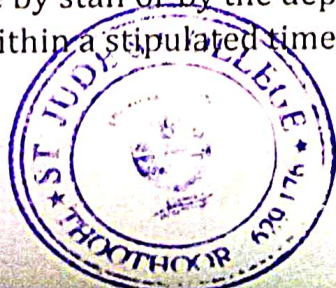
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space. All the computers in the office are connected to internet through LAN with centralized printing system.

2. Canteen, RO water plant, and other facilities are in place. There is a Girl's common room with sufficient washrooms.
3. The college made the facilities more accessible for the differently abled students both in terms of the infrastructure and support also provide an enabling atmosphere through participation of the larger student community and administration.

#### Maintenance of physical infrastructure

1. The library committee which plans and executes all the requirements needed for better and efficient facilities and resources for fulfilling teaching, learning and research needs and interests of all undergraduate and graduate students, teaching and non-teaching staff. The library has an experienced and knowledgeable library staff. The library personnel undergo regular training with modern technologies. The library resources are augmented with latest editions of study material. The library is stocked with books, journals and magazines. Books, journals and magazines etc. are purchased in consultation with staff members, under the supervision of the library committee.
2. Each laboratory has qualified and experienced lab assistants and attendants. They are well versed with lab equipment working. The equipment used in the laboratories are regularly maintained. The stock of the chemicals and materials is maintained on a regular basis.
3. The students of the college are very good at Football both men and women. They have attained many achievements in competitions such inter college championships and university games.
4. The computers and internet resources and other related facilities including campus Wifi are provided with regular maintenance.
5. The college campus is covered by CCTVs for comprehensive security and check.
6. The Eco club of the college continuously monitors and works to give a pleasant, healthy and beautiful environment to the campus with the help of a gardener.
7. Office attendants assist in the administration work and proper maintenance.
8. The overall maintenance of the college campus is done under the supervision of the Office Superintendent and the Principal.
9. All the facilities are under the overall supervision of the Principal but each department has its own systems in place to provide facilities for usage as and when they are requested for by the staff or by students. The department HODs or the Principal give due permission to staff/ students to make use of such facility.
10. Computer, Internet and other ICT facilities are maintained with service providers after any issue is found. The issue is reported through a maintenance register maintained at the Office Superintendent's desk and request for sorting out the issue is made by staff or by the department concerned. OS makes sure the work is completed within a stipulated time.



  
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