

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)

The College focuses on student centred learning by opening new avenues and initiating challenging courses to meet the requirements of the students. Taking into consideration the natural growth of the existing courses and getting opportunities to start new divisions/courses each year, infrastructural requirements are well estimated and planned and are put forth to the management. The same is placed before the College Development Committee (CDC) of the College for approval. Approved infrastructural requirements are included in the budget. The CDC approves the budget for various activities and ensures that there is an optimum utilization of funds.

1. Library: -

Library provides continuous services to the students and teachers. Students read academic magazines journal and newspapers. During extra -curricular activities they refer reference books in the library. In larger quantity Book-Bank sets are distributed among needy and deserving students. In Library arrangement is made for natural light and air. It is fully Air conditioned, when Library remains fully occupied by students, air-conditioned facility is provided. Ample light facility is provided in the library. For safety and security CCTV cameras are installed, Everyday cleaning is done, hygienic atmosphere is provided in and around the library. Spot and sudden stock verification is done to check malpractice. Xerox facility is also available in the library. To preserve the collection fumigation is periodically done in the library. Out of syllabus, torn books and unacademic magazines are sold after the approval of Library Committee members. The Library fees are spent on required books and journals.

2. Sports Ground –

Sports Director ensures the utilization of Playground and maintenance of sports equipment's of the College. Sports material is stacked in the cupboard. Soil is replenished every year. Coaching of outdoor sports provided by the Sports Director. Practice and warm up sessions are taken in Gymkhana. Indoor games are conducted in gymkhana. The Rifle shooting range has been developed on the ground floor. Dead Stock Verification of Sports equipment's are undertaken every year.

3. Computers: -

Computers maintain by Lab In-charge. He looks after overall Hardware and software maintenance. Students & teachers in/out records are maintained. Defective parts are repaired or replaced with latest materials. Computers are protected by antivirus software. A weekly time table of Class wise practical's has been prepared by respective lecturers for the computers. Outdated Computers and printers are disposed of. In the budget, provision is made for Annual Maintenance Contracts for maintaining hardware. The replacements of damaged parts of computers are undertaken immediately. The cleaning and dusting of laboratories is undertaken by sweepers. A dead Stock Verification of all laboratory equipment's is undertaken every year.

4. Classrooms:

Classrooms are allotted as per the student strength. Lectures and practicals are regularly monitored. Different committees have been formed for the smooth functioning of college curricular and extracurricular activities. The damaged LCD projectors have been replaced. Daily cleaning of all facilities is undertaken by peon and sweepers. Sanitary materials are regularly provided to sweepers.

5. Maintenance of Campus:

A gardener has been appointed to maintain the butterfly garden and ground. A Security Guard has been appointed to maintain security. sweepers have been appointed for house - keeping and cleaning work. A team of sweepers has been appointed to clean the entire premises including classrooms, laboratories, library and passages. Cleaning of water tanks is undertaken every six months. Fire extinguishers and buckets purchased for Fire Safety and are placed at prominent places