

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

Physical Facilities: The College Advisory Committee headed by the Principal looks after the development, maintenance and utilization of the College physical facilities. For maintenance of a clean campus environment, grade IV staffs are assigned to various jobs and duties – cleaning of all rooms, corridors, toilets, compound, etc on regular basis. Skilled workers are hired for repair works relating to buildings, furniture, etc. College NSS volunteers and students also clean the classrooms and Labs on working Saturdays under *Swachh Bharat Mission* after class.

Laboratory: There are six laboratories in the College. The computer laboratory offers proficiency programmes in information technology. All the Heads of Science departments, science faculty including Lab. Assistants and Science Club together are responsible for the maintenance and functioning of all the labs.

Library: The Library Committee with the Principal as the chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued library cards. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. Photostat facility is also available in the library at nominal rates. It also has AC in the reading rooms and working area with power backup facilities.

Sports complex (indoor and outdoor): The College has a standard ground including volley ball court and cricket field where outdoors sports activities are held. The college also has indoor facilities for athletics and sports. The Sports Committee of the College is in-charge of the sports complex and equipments. The committee supervises the Grounds-men and Grade IV staff assigned for maintenance and repair works. The students are divided into 4-Houses for competitions and showcase of their talents.

Computers: The faculty of Computer Applications under the supervision of Head of the department is responsible for the maintenance of computers and smooth functioning of the network facilities like browsing centers in the College. They also look into the College website, up-gradation, biometric services, procurement of hardware and software and other items related to computers.

Classrooms: Some classrooms are equipped with the Interactive LED and smart panels to supplement the teaching-learning process. There is one smart classroom in the college. Seminars, workshops, lecture sessions are also conducted in smart classroom. Class representatives, elected by the students, are given the responsibility to keep the maintenance of classrooms appliances. Checking of fans, teaching aids etc in the classroom are done regularly.

Canteen: A student friendly canteen is run by the college. Hygienic food is made available at affordable rates. The canteen is open on all working days.

Water ATM: There are three water coolers fitted with water filters (Aqua guard) for safe drinking water in the college campus for everyone.