

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

The allocation and utilisation of the available financial resources are optimised for maintenance of the facilities through the committees constituted for this purpose. The newly admitted students are introduced to all the facilities and oriented towards optimal utilisation through College and departmental orientation programmes.

Appropriate use of laboratory equipment is explained to the students by the respective lab staff through posters and presentations. There are nine laboratories in the College. The computer laboratories offer proficiency programmes in information technology. Short term computer courses are organized for students, teaching faculty and staff from time to time. Computers and IT in charge Committee along with the Lab staff is responsible for maintenance and functioning of the lab. The Psychology laboratory is maintained by Psychology department. The lab is used as part of the under graduate programme. The Department has three labs with computers, laptops, projectors and printers. The Geography Lab is used as part of the UG course. The Geography Department has 3 labs which are maintained by the lab staff. GIS lab is with computers, scanner and printer, as the students work on various software, which are updated along with the antivirus. Topographical aerial photographs, weather maps, basic stationery and paper are bought by the department as per the needs of the students. Lab staff keeps a record of same. Stock checking is done annually. The lab fund of the depart utilized for the purchase of equipment and stationery.

The college library conducts orientation for freshers in batches to explain how to use the available facilities such as books, audio visual study material and E-resources. The library has a well-equipped research room for teachers with laptops, Wi-Fi connectivity and a multi-functional printer. The Building Committee of the College takes care of additions and alterations to the existing physical infrastructure in any part of the building. The College employs the services of a civil architect who is consulted when required for modification or repair work. To ensure proper sanitization of college building in the scenario of Covid-19, cleaning and disinfecting equipment are installed at the main spots and offices of the College. Cleanliness of the classrooms, corridors, washrooms and other spaces is ensured by the sweeping staff under the supervision of the Caretaker. A complaint register is maintained for the staff to make an entry of any infrastructural repair work that is required.

**Library:** The Library Committee tackles all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued digitized library cards which will be valid till their final semester. 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 at nominal rates. The library is under CCTV surveillance. It also has an airconditioned research room. The water cooler is installed to ensure proper supply of filtered drinking water.

**Academic Facilities:** All class rooms are Wi-Fi enabled & equipped with LCD projectors, Wi-Fi enabled Seminar and conference rooms, well-stocked library with internet and a separate section for utilizing E-resources.

**Sports and extracurricular activities:** Yoga, common activity centre, courtyard, Basketball Court, Play Field with Cricket Pitch, Football uprights, Auditorium, Amphitheatre, Gym and Music Room.

Maintenance of physical infrastructure:

- The Caretaker supervises security and sanitation staff and ensures maintenance of essential facilities and assets in the college and staff quarters through an electrician, carpenter and plumber.
- The library development is done by Library Committee. The library has an experienced and knowledgeable library staff. Books, journals and magazines etc. are purchased in consultation with staff members, under the supervision of the library committee.
- Each laboratory has dedicated lab assistants and attendants for regular maintenance of laboratory equipment and stock keeping of computers, printers and servers on regular basis.
- The garden committee of the college continuously looks after the lawns to give a beautiful environment to the campus with the help of gardeners.
- For the maintenance of RO water purifiers, computer lab equipment and CCTV network, the College has signed Annual Maintenance Contracts.
- The Sports Field is maintained by the Department of Physical Education with the help of two groundsmen working full time to ensure the upkeep and proper irrigation of the field.
- The college has a medical room for the staff and students and is looked after by a full-time medical attendant.
- The College provides limited on campus residential facilities to Staff. The Staff Complex is maintained by the College Administration.