

#### **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, provide link)

**Computer laboratory:** Annual maintenance contract is given to vendor through proper tendering method for the maintenance and upkeep of all the computers in college.

**Geography laboratory:** The geography department has 3 cartography labs and one GIS lab where the Geography practicals are held. The labs are maintained by the lab staff. The GIS lab is equipped with computers, a scanner and a printer, as the students work on various GIS software like, Geo-media, Q-GIS which are updated along with the antivirus on all computers. Topographical sheets, aerial photographs, weather maps are bought by the department from time to time as per the needs of the students. Basic stationery and paper is also purchased as per the suggestions of the teachers for the practical papers. All these can be issued by the students for their practical work. The lab staff keeps a record for the same. Stock checking takes place one every year. The lab fund of the department is utilized for the purchase of all equipment and stationery as per requirement. The Geography lab also has a separate Wi-Fi internet connection which is used for teaching and practical work. The department also maintains a library comprising of basic text books and some reference books. These are used by both the teachers and students.

**Psychology laboratory:** The department teachers and the laboratory staff maintain the psychology department laboratories. Psychology laboratory maintains many psychological tests and equipment along with textbooks that can be issued by students and teachers of the department. Procurement of any new psychological test in the lab is done through request and approval of the TIC and lab in-charge teacher. The approval is based on the academic/research need and available lab fund. The lab staff maintains the record for the same; students can issue material from the department by depositing their student ID, whereas teachers can sign in the department laboratory register before issuing any equipment, book, test, or other material. The laboratory staff also regularly checks for the working of electrical equipment like computers, laptops, projectors, printers, coolers, tube lights, fans, etc. Any dysfunction is reported immediately to the concerned department of correction and/or replacement. The laboratory staff also makes sure the department is equipped with all the required stationary material including white board markers, dusters, paper for printing, letterheads etc

**Library:** The college Library is fully automated through (NETTLIB 3.0.3 Library Software) which is connected with one server and eleven clients of Local Area Network. This software is assist to Library for their housekeeping operations such as acquisition cataloguing, circulation, OPAC, serial control, stock verification, etc. For purchasing of books, Library received the recommendation form from the faculty and students, after check their duplicate titles and then placed the order to the vendor. The library has more than One Lakh collection 394 CDs and 605 DVDs. In addition, 77 Journals /Periodicals (62 in English and 15 in Hindi) and 11 Daily Newspapers (7 in English /4 in Hindi) are being subscribed. The library has capacity of 300 seats for readers and has separate section for

Audio Visual Collection. On summer vacation Library check their stock taking and complete the weeding out process. Library has done complete stock verification of books after four years. The library has a systematically arranged stack hall at the ground floor. On the first floor the Reference section. Sociology section, Physical Education section, Hindi novels, old bound periodicals, collection of eminent writer Dr. Anita Desai, Sanskrit and Punjabi literature, etc. are located on the second floor. The library has a systematically arranged stack hall at the ground floor. In Library the first floor has a separate research section for faculty members (fully air conditioned) Library has the institutional membership with DELNET (Developing Library Network) from 2014. Library has enabling unit in which we have 62 braille books, one document scanner, two computers equipped with NVDA (Non-Visual Desktop Access), one fax machine a camera-based scanner and two angels. Library organized orientation and awareness program every year.

**Sports complex:** Sports infrastructure includes

- Football Ground, Two Cricket turf center pitches, one cemented Cricket pitch, one Synthetic Basketball Court, Kho-Kho Ground, Multipurpose Mud Court (for playing Badminton, Volleyball, Throw ball and Ball- Badminton) and well-equipped Gymnasium.
- In Gymnasium the college has treadmill, multi gym, cross-trainer, twister, cycles, weight plates, dumbbells, exercise ball, medicine balls and rowing machine.
- The games that are played in the college are Football, Cricket, Basketball, Kho-Kho, Athletics and Taekwondo.

Sports equipment as well as fitness related equipment are made available for all these games to the students. Gym facilities are available for students and teachers.

Carom board, Badminton, Volleyball, Handball, Tennis ball, Basketball, Football or any other sports equipment is issued to the students by depositing their student ID whenever they got free time in their schedule. Teachers can also issue these sports equipment by signing the Department Issue Register.

Yoga, Aerobics and Taekwondo related facilities and training is given to NSO students. Department of Physical Education maintains the record of NSO classes and also their attendance.

The teachers of Department of Physical Education keep a well-maintained record of all the sports equipment. Procurement of new equipment is done by following a proper procedure. The equipment are purchased according to the requirement of the teams that practiced for the Inter- College, State, National and other Open and Invitational Tournaments. Department also maintain the record of student attending daily sports practice, their refreshment and other requirements related to their respective game. Department also take care of the routine services of the various machines like grass cutting machine, gym machines, computer and printer.

The ground staff regularly maintain the ground by regularly mowing the grass, watering the dry areas, levelling the ground, marking of the play fields, maintaining turf wickets, weeding, pest control, edging of sidewalk on weekly basis during growing season and preparing ground for practice matches and tournaments. They also take care of electric equipment in the sports office/ gym/ changing room and sports store room like tube lights, fans, cooler.

**Classrooms and Building maintenance** Physical infrastructure which includes the classrooms, administrative block, toilets, auditorium, new seminar room and journalism block is maintained by the caretaker under the supervision of AO's. Safai Karamcharis are hired on contract basis to do the cleaning of the whole building. Cleaning is done twice daily and Saturdays are days of deep cleaning and maintenance of the building. The plumbers, electricians and carpenter are hired for maintenance of electric jobs and maintenance of furniture through tendering. There is also a building maintenance committee which looks after the proper maintenance of the building

Garden, front and back lawns are maintained by gardeners. Sports ground at the back of building is looked after by grounds men and Physical education department.