

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

The Staff Council of the college has constituted various committees dedicated to regular maintenance and utilization of the physical facilities, like Infrastructure Committee looks after the physical infrastructure and civil maintenance of the college premises, Computer Laboratories are maintained by Computer and Automation Committee; Library Committee looks after the purchase of text and reference books, periodicals and maintenance of the general facilities of the library and Sports Committee regularly organizes various intra and inter college level sport events and maintains sport facilities.

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of the students.

Computer Laboratory- Records of maintenance, software and different utilities etc. are kept by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:

- The calibration, repairing and maintenance of sophisticated computer equipment and software are done by the qualified technicians.
- There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

Library- Individual teachers recommend books for procurement which is approved by the Library Committee.

- Library is fully automated. A smart card is issued to the students, which also works as identity card for them.
- Every year in the beginning of the session, students are motivated to register themselves in library to use INFLIBNET.
- The Library has special facility for visually challenged students by setting up two special computers for them.
- Feedbacks are taken online from the students. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- The proper account of visitors (students and staff) on daily basis is maintained.

- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

Sports: The college has qualified staff for maintaining and up-keeping of indoor Badminton/ Volley Ball court / Basket-ball Courts/ 400 mts Race/100 mts race.

Classrooms-The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.