

# **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

## **Laboratory, Library, Sports Complex, Computers, Classrooms**

### **Academic:**

- The IQAC prepares the annual calendar and the time-table committee makes time-table and takes care that all classrooms, seminar hall and laboratories are utilized in an optimum way.
- Teaching staff uses classrooms, ICT tools, Computer Lab for teaching and other activities.

### **Computers:**

- All faculty members have computers in LAN with internet facility.
- Computer laboratories and Overhead Projector is also used for ICT enabled teaching like online video, power point presentations and workshops.
- Annual maintenance contract is in place with the provider of college software.
- Issues related to computer and its hardware, software and antivirus subscription are addressed on call basis.

### **Library:**

- The Library is supervised by the Librarian in coordination with the Library Advisory Committee. The committee takes care of up-gradation, enrichment and maintenance of the library. The library is fully automated, using **Lib. Soft** software. **Barcode** system is also available. The library staff issues books, journals, periodicals and provides access to electronic resources to the students, faculty and staff members.

### **The College Premises:**

- The non-teaching staff takes care of tree plantation, water conservation and cleanliness. Trees in the college premises are watered by drip irrigation. NSS and NCC volunteers also participate in activities like carrot grass eradication, tree plantation and cleanliness drives.
- Cleanliness on campus is ensured with the help of teaching and non-teaching staff and cleanliness drive by staff and students.

- A faculty member is in-charge for ensuring utilization and maintenance of Play Ground and Gym.

### **Laboratory:**

- Home-economics laboratory, Computer Laboratory, Vehicle Testing Lab, Assembling and Dismantling Workshop, Cut Section workshop, Tools Room are maintained by support staff.

### **Physical Facilities:**

- College ensures optimum use of cultural hall.
- Water Purifier and Water Cooler have been installed.
- Sanitary napkins vending machine with incinerator.
- Class rooms are also used for summer and winter University Examinations.
- We have Annual Maintenance Contract (AMC) for college administrative software and website of the college which is upgraded as and when required.
- The college premises and classrooms are under CCTV surveillance.
- Solar inverter for electricity backup to Principal's cabin, office and IQAC.
- Student utilize 8-station gym.