

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

**2018-19**

Right from its inception, the college has been improving its infrastructure to meet its ever increasing growth. An additional academic block has been constructed for the Department of Mathematics, Department of BBA, Department of BCA and Department of Music. Renovation of old blocks and modernization of laboratories is done to meet the ever changing academic requirements. The college has various committees to maintain and utilize physical, academic and sports facilities. College Advisory committee and College Development/Maintenance and Repair committee looks after the repair and maintenance of the physical infrastructure of the college. The library committee is responsible for record keeping. Purchase of new books and journals are upgraded by the library committee. Time table committees ensure proper distribution of workload of the teachers.

Sports content is delivered to students as per the time table for inter-college competition. Sports material is issued to the students for the period of competition. The College ensures the availability of the latest equipment and up-to-date infrastructure on the campus. The Physical Director regularly reviews the stock of equipments. New equipments are added and old/worn out are written out. The institution accesses the necessary requirements of the class rooms, laboratories, library books and other infrastructural resources from each HOD well before the beginning of the academic session. An allocation of class rooms is made as per the number of students enrolled in a course. The college has a dedicated administrative block which houses office of the Principal, Accounts Section, Conference Hall, Secrecy Section and the General Section.

Cleaning of the class rooms is ensured on daily basis. Practical batches are prepared to offer hands on experience to students. Practical sessions are held in the morning, afternoon and evening to allow full use of laboratory space. Science laboratories are fully equipped with necessary equipments and practical are conducted in a structured manner. All the laboratories have lab technicians and lab assistants. Outdated equipments, chemicals and instruments are discarded by standard procedure. The college has one fully developed smart classroom. Considering the technological expertise in the demanding world the teachers equip themselves with the latest development and various online teaching methodologies.

The library has subscription to several e-portals like INFLIBNET, N-LIST which helps the students and teachers to access the available online database. Separate reading room for the faculty members is available in the library. The library has sufficient number of books of various subjects and for every academic year new books/periodicals are purchased on the basis of requisitions received from the respective departments. Also, the needs and recommendations of the faculty pursuing research are taken into consideration. Newspapers, Magazines, etc. are also

available in the college library. Information regarding the arrival of new resources available in the library is circulated to all the departments and also posted on the notice board.