

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)

The College has well defined mechanism for maintenance and utilization of physical resources as indicated below: Housekeeping: The College support staff upkeep the campus and facilities, College also has gardener to maintain flower beds and trees. College has involved students to maintain trees and garden with help of maintenance staff. Students are encouraged to adopt trees and plant to look after and nurture the adopted trees and plants on regular basis.

Facilities maintenance Incharge: The College has a facilities maintenance incharge who looks into daily maintenance of fixtures, furniture and needs. A register is maintained to take prompt action in case of any complaint for maintenance issues.

Computer Labs: Maintenance: Computer Lab has a separate policy manual for the code of conduct. It contains the rules and procedures to be followed for the utilization of computer lab. Separate Technical support has been hired for maintenance labs. A book record is maintained for laptops and portable projectors. Net Protector (NP) antivirus has been installed. College has full fledged Purchase Committee as per university norms to take care of all purchase related decision.

College library has Library Committee which has prepared its manual for the operations. The committee has members from both teaching and non-teaching staff members and students to advice on purchase of books, journals or any other library related material. Every year Library committee recommend for budget and maintenance of library resources and also ensure that all new resources are available in the library for reference of staff and students.

In the beginning of the academic year, library orientation sessions for the learners of the first year UG and PG programs are conducted by the Librarian to create awareness about the library resources and familiarize learners with the Do's and Dont's w.r.t. the use of library resources and the Reading Hall • Library maintains a register to record the number of walk-ins.

College conduct pest control at regular intervals.

Physical stock taking is done annually during vacations.

Sports facilities: The College has duly constituted the Gymkhana Committee. The College has a well-equipped gymnasium. College has facilities for Indoor games like Chess, Table Tennis, Carrom. Separate staff is deputed for gymnasium to follow the procedure for the maintenance of gymnasium facilities.

College has big sports ground which facilities for the outdoor games like cricket, volley ball, kabaddi, etc. college has over arm cricket kits, cricket Net, Volley Ball, etc.

College Sports committee in the beginning of the academic year take orientation session for new students at UG and PG level so that they get acquainted with the facilities available to them as well as they understand their role and responsibility in maintaining the faculties in good condition.