

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

Though an aided college, the Institution strives to ensure the optimal allocation and proper utilization of available financial resources for the maintenance and upkeep of different facilities. By holding regular meetings of various committees specifically constituted for this purpose, the college administration manages to meet the financial needs. The grants received and other resources are used for the welfare and requirements of students. When there was a scarcity of funds to carry out various works in the college at the time of NAAC peer team visit the staff generously contributed.

### **Laboratory**

Proper records of accounts are maintained by the laboratory technicians duly supervised by the HOD's of concerned departments. Other measures to maintain the laboratories are as follows:

- ❖ The technicians of related owner enterprises take up the maintenance, calibration and repairing of sophisticated lab equipments
- ❖ The microscopes are annually cleaned and maintained by concerned departments. The records of maintenance kept by technicians are properly supervised by the HODs

### **Library**

Library remains the most important part of one institution. The proper and effective functioning of library is made sure through many measures.

The list of required books is given by each department. The HOD's finalize the list. The finalized list is duly approved by the Principal.

The library takes special care to cater to the needs of visually impaired students. Computers that specially help these students are made available in the library.

To ensure the safe returns of books, certificate of 'no dues' from the library is mandatory for students before they appear for exam.

Prizes are given to the student and a staff member who has made optimum use of the library.

### **Sports**

The physical directress is constantly in consultation with experts and other coaches to maintain the Indoor court for Table Tennis and Ball badminton . The incessant efforts of the college administration and the physical directress have bought many laurels to the college. Our sports students won the following events in the academic year

Events: Kabaddi, Kho-Kho, Volley Ball, Ball badminton and Hand Ball

### **Computers:**

Through the centralized C laboratory funded by the UGC and through other funds, the institution maintains an adequate number of computers. Maintenance is done through AMS regularly and Non-repairable systems are disposed off in proper methods prescribed by the university.

**Class rooms:**

The building and maintenance committee is in charge of upkeep of class rooms and infrastructure. HODs submit the requirements regarding class room furniture etc to the principal. The college development fund is utilized for minor repairs and maintenance of electrical equipments and furniture.

**Register:**

Students are encouraged and they are sensitized regarding cleanliness. They are motivated to conserve energy by the proper use of electricity in classrooms.

The college administration is very particular about making the college a “Plastic Free Zone”. Students and staff are strictly advised to do away with plastic. Students even use steel or glass water bottles nowadays. This makes the students to be more environment friendly.