

Procedures and policies for maintaining and utilizing Facilities

WEBLINK

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 institution has proactive policy regarding infrastructure development. The procedures and policies are adopted for utilizing physical, academic and support facilities. The college has developed effective mechanism for the upkeep of the infrastructure facilities and promote the use of same. The college has the Maintenance And Up Keep Committee. The committee submits the proposal of maintenance to the Principal and the Principal puts before College Development Committee for approval. The budgetary provision is made in advance in annual budget for the maintenance. The management provides required funds and expert service from the outsourcing for repairs and maintenance. The annual maintenance contracts AMCS are signed with suppliers of equipment and computer facility.

Classrooms : Regular cleaning and maintenance is carried out to provide effective learning environment to students. CFL bulbs are used in all classrooms for energy saving. Classrooms are cleaned daily by the non teaching staff . Regular monitoring of electrical and fixtures is done and repaired immediately. LCD projector is available in some classrooms.

Utilization : The planning of college management is effective for optimum utilization of available infrastructure. The college runs three UG courses in Arts, Commerce and Science. Taking into consideration the space available, the timetable is designed in a manner to adjust the classroom and overlapping are strictly avoided. Arts, Commerce lecture are conducted on a morning slot of the science and science faculty lectures are conducted on morning as well as afternoon sessions.

Laboratory : The college has setup laboratories for science faculty and installed popular stabilizers, inverters for continuous power supply. Regular servicing and maintenance is carried out for the instruments. Calibration of instruments is done, service engineers from manufactures companies are called for the repairs. Quotations are taken from different agencies for the purchase of laboratory equipment.

Utilization : Practical batches are conducted so as to give hands on experience to all students .Practical's are conducted in suitable time slots and sessions for maximum utilization of laboratory space and equipments.

Library : The college library is kept clean and proper ventilation is done so as to maintain dry environment near book shelves. Regular dusting and cleaning is done by non-teaching staff. Furniture and fixtures are repaired as per the requirement. The college has formed library advisory committee for the effective functioning of library. The committee guides library to give user friendly services. The library advisory committee recommends and approves the list of required books received from the heads & departments. The journals, periodicals, magazines are subscribed as per the recommendations of faculty members.

Utilization: Reading room facility for students. Girls/Boys, and staff is available. Computers are provided for easy access of e-content. Library staff conducts orientation program to educate stakeholders. New arrivals and paper cuttings of employment advertising are displayed on the library notice board. Special shelf of competitive examination is available. The library operations are effective and user friendly. The library obtains the feedback from

stakeholders and incorporates on its enhanced functioning. The library has mounted suggestions box for stakeholders complaints and suggestions..

Computers : The college provides the ICT facilities for academic and administrative purpose. The college takes regular up gradation of existing computers by purchasing hardware and software of latest configuration. The college makes provisions in the annual budget for the procurement, up gradation and maintenance of computers and accessories. The faculty members are motivated to prepare computer aided teaching aids for effective implementation of teaching learning process. Available computers are distributed in office, various departments , administrative office, library as per the requirement. Computers are connected through LAN and with high speed internet facility. Computers are provided with upgraded antivirus.

Sports Facility : The college has spacious play ground. Regular maintenance of ground is carried out. The sport equipments and sport material are available. The expert coaches guide the students to participate in various sports events. The college has gymnasium.. The sports committee of college takes a periodical review of sports facilities available and suggests some improvements. The students are encouraged and guided to participate in various competitions organized at various level. The college provides indoor and outdoor sports facilities to the sports persons of the college. The college organizes interclass, interfaculty competition every year on the occasion of annual social gathering.