

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 policies for maintaining and utilizing physical academic and support facilities like laboratory, library, sports complex and other physical facilities. If the equipment in a laboratory needs repair we get it repaired. If it is beyond repair the instrument is replaced by a new one Budget is allotted to every department. The departmental head conducts a meeting of his colleagues and decides what to purchase and after the approval of the Principal the same is executed. College library is enriched with books, e-books, Journals, e-resources, CD videos etc.. Books and student identity cards are bar-coded. CCTV cameras are installed. The library is fully automated. In the library there is a library committee and each department is allocated some budget to buy books. We have a permanent staff member to look after the maintenance of computers. He looks after repairs, installation of antivirus, whenever it is necessary. The college has setup IT facilities for teaching, learning, evaluation and for office administration. The college has added IT facilities like smart classroom or ICT lecture hall, Wi-Fi, internet, LCD/Smart TV etc. The college campus is provided with Jio Reliance Wi-Fi facilities. There are five Computer labs. The language lab is established in the English department. The Departments are provided with computers and LCD with internet connectivity. Sports complex is well established and used routinely for tournaments and matches. The classrooms are spread across the campus in different location. The classrooms are upgraded and maintained regularly. Before buying books, equipment, furniture or any instrument the purchase committee invites quotations from three different suppliers and the lowest is sanctioned. The college has two wells to provide sufficient and constant supply of water.