

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)

Physical facilities:

The College infrastructure committee headed by the Principal looks after the development, maintenance and utilization of the College physical facilities. A fifty bedded girl's hostel is completed and functional since 2018. Construction of Science block and a hundred bedded boy's hostel is on the verge of completion. For maintenance of a clean campus environment, grade IV staffs are assigned to various jobs and duties – cleaning of all rooms, corridors, toilets, compound, etc on regular basis. Skilled workers are hired for repair works relating to buildings, furniture, etc. The Teaching Faculty with students also clean the classrooms and corridors every working Saturday under Swachh Bharat mission after class.

Laboratory: There are two laboratories in the College-

- a. The computer laboratory offers proficiency programmes in information technology. Short term computer courses are organized for students, teaching faculty and staff from time to time. The College Information and Communication Technology Committee (ICTC) is responsible for maintenance and functioning of the lab.
- b. The Psychology laboratory is maintained by Psychology department. The lab is used as part of the under graduate programme.

Library:

The Library Advisory Committee with the Principal as the chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued digitized library cards which will be valid till their final semester. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. Photostat facility is also available in the library at nominal rates. The library is under CCTV surveillance. It also has AC in the reading rooms and working area with power backup facilities.

Sports complex (indoor and outdoor):

The College has a standard ground including volley ball and basket ball courts where outdoors sports activities are held. The college also has an indoor stadium for badminton, table tennis etc. The sports committee of the College is in-charge of the sports complex and equipments. The committee supervises the Grounds-men and Grade IV staff assigned for maintenance and repair works. The students are divided into four Houses for competitions and showcase of their talents.

Computers:

The College information and communication technology committee (ICTC) is responsible for the maintenance of computers and smooth functioning of the network

facilities in the College. They also look into the College website, up-gradation, biometric services, procurement of hardware and software and other items related to computers.

Classrooms:

Some classrooms are equipped with the required teaching audio visual aids to supplement the teaching-learning process. Seminars, workshops, lecture sessions are also conducted in these rooms. Class representatives, elected by the students, are given the responsibility to keep the classrooms clean. Checking of fans, teaching aids etc in the classroom are done regularly.

Canteen:

A student friendly canteen is run by the Alumni Association of the college. Hygienic food is made available at affordable rates. The canteen is open on all working days.

Water ATM:

Smart water dispenser (water ATM machine) for safe drinking water is available in the college campus for everyone.