

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

The college follows decentralized system and procedures for maintaining and utilizing all types of infrastructural facilities. The College Development Council under the Principal looks after all matters of establishing the system for maintenance and utilization of facilities.

##### **1. Laboratory**

The college has Biochemistry lab, Nutrition lab, Chemistry lab, Computer Science lab, Interior Decoration Lab, Language lab, and Commerce lab.

Optimum utilization of these labs is ensured by the Heads of Departments concerned and the Principal. The schedule of the lab work is prepared well in advance and displayed on the notice board in the beginning of every semester. The lab assistants and junior teachers are involved in proper maintenance of the lab.

##### **2. Library**

The college has Library Advisory Committee under the chairmanship of the Principal. It includes Librarian, Senior Professors and Student representatives. It plans for review, purchase, stock verification and regular maintenance. The Library staff are placed in charge of maintenance of Library and Reading room. The Principal constitutes a special committee with Senior Professors to weed out all damaged books, periodicals at the end of the academic year.

##### **3. Classrooms and Computers**

The college has Smart Classrooms and well equipped computer labs with 175 computers with Internet Connectivity. Outsourcing is done for maintenance of all systems of Computer lab and other systems available in other departments and College Office.

#### 4. Sports

Apart from spacious playground and adequate sports facilities like Gymnasium, the college has well equipped Indoor stadium. The Physical Director and the Sports Committee take care of regular maintenance and optimum utilization of the facilities.