

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 a clearly defined procedure for maintaining and utilizing all types of infrastructural facilities. The College Development Council under the Principal supervises all matters relating to maintenance and utilization of facilities. Special committees are constituted every year for Stock verification, Purchase, Repairs and Maintenance of furniture of Laboratories, Library and Class rooms.

1. Laboratory

During this year, the college has taken several initiatives for the up gradation and enrichment of laboratories by adding more equipment and instruments on the recommendation of the Heads of Departments. For example in the Biochemistry lab, UV visible Spectrophotometer, Binocular microscope, etc., are added.

In the computer science department, one projector, one printer and one UPS are added. Several latest software are purchased for language lab. Likewise all departmental labs are upgraded, apart from regular maintenance. The institution ensures optimal utilizations of all laboratories by conducting practicals as per the syllabi and giving hands on training to the students to facilitate experimental and experiential learning. The lab assistants of the respective science departments are in charge of the maintenance of their laboratories and stores.

2. Library

Under the guidance of Library Advisory Committee, DSpace software is installed which is effectively used as a institutional repository for storing all video lectures, records of all departmental activities, question bank, research publications etc. Library staff maintain the library main block, reading room,

virtual library, and reprographic facilities. Thanks to the efficient and effective maintenance, rare books and invaluable manuscripts are available in our library.

3. Renovation and expansion of Seminar hall is done for the development of infrastructure of the college during the year. The seating capacity of seminar hall is increased from 200 to 350. Two more class rooms are added.

4. Buses

With a view to helping students from far off villages to commute daily the management has increased the number of buses to 12 and they are maintained systematically by the bus manager and a coordinator from among the faculty. It ensures the safety and security of the girls attending the college.

5. Campus cleaning, toilets, housekeeping, supply of pure RO water for drinking purpose and sports facilities like Gymnasium and indoor stadium are given much priority in maintenance and utilization.