

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

The college has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities- library, laboratory, sports complex, computers, classrooms etc. It also aims at maximizing the utility of its assets and providing quality service to its stakeholders

The College possesses a rich library with a sizeable collection of books and journals. The Library Advisory Committee and administration look after the library-related issues such as infrastructure facilities and services. The departments of the college have a good stock of textbooks and references in their respective libraries. For maintaining the laboratories, the laboratory equipments, specimens and other necessary chemicals are purchased by the office the principal and the purchase committee as per the requirements of the various departments of the college. For maintenance of classrooms, at the very beginning of every academic session, the authority ensures the proper environment of various classrooms by providing necessary desk-benches, chock-dusters, electricity connection, etc. The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the college and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college. Students' Union sports secretary and his/her advisor take the responsibilities of the maintenances of the sport facilities and all the necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sport secretary and the advisor of the Students' Union of the college. The hostel sub-committee looks after the hostel facilities for the borders on the college campus. There is a canteen in the college premises which provides fresh wholesome food to the students and staff at a reasonable rate. The College has developed a garden as a part of the beautification of the college and the same has been maintained properly by appointing a caretaker on a temporary basis. The botanical garden is maintained by the Department of Botany. The college authority tries to maintain the indoor stadium, football, volleyball court through regular monitoring and concerned technical agencies are conducted and invited for proper maintenance of the infrastructures. The administrative building, academic buildings, Hostels, Toilets, Bicycle stands, Bike stands have been maintained as per requirement after physical verification by the concerned authority.