

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

Our college is a relatively old one established in 1945. Different systems and procedures have evolved over these decades of its existence, about the maintenance and utilization of its physical infrastructure. There are established mechanisms evolved and applied by the institution guided by the Governing Body (G.B.). The Building Committee of the college which is constituted in line with the directives of UGC monitors the major construction/renovation works. Distribution of space, classrooms, laboratories, computers etc. is decided as per need. The purchase of laboratory equipments and other chemicals, specimens etc. is done by the Purchase Committee of the college as per requirement submitted by the teaching departments through the HoDs. Every department maintains a stock register of the goods utilized and purchased. The maintenance of lab equipment's and chemicals are done by the HOD's of the concerned departments. The Library Committee is responsible for making the necessary purchase of learning materials like books and journals as per recommendations received from the academic departments. The committee periodically supervises the functioning of the library. At the beginning of the session, students are motivated through Library Orientation Programmes to register for using INFLIBNET. Separate reading facilities exist for boys and girls. To ensure the return of books from the students' end, it is made obligatory for the students to collect a 'Library Clearance Certificate' before semester examinations. The responsibility of augmentation and maintenance of sports infrastructure is vested upon the Department of Physical Education. Similarly, the IT facilities are supervised by the Department of Computer Science. Almost all departments have computation facilities and the HODs of the concerned departments look after their systems. Maintenance Of IT facilities AMC is done regularly and non-repairable systems are disposed of. Sub-committees like Canteen Committee, Girls' Hostel Management Committee, Beautification Committee etc. are constituted to ensure the optimum utility of the infrastructural facilities of the college. The IQAC along with other cells, centres and committees active in the campus, also provide suggestions to the college authority for necessary alteration in the existing physical and academic support facilities.