

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)

Procedures and policies for maintaining physical facilities:

Sports complex: The college applies for maintenance grants to UGC following the guidelines laid down in this respect. As and when grants are sanctioned it is utilised by the college, inspected by the college committee first and then by designated bodies and finally the utilisation certificates are submitted by the college to UGC regional office.

Procedures and policies for Maintenance: The building committee maintains the sports complex and looks into repair and upgradation as and where required.

Procedures and Policies for Utilization : Its use is restricted to the college teachers, staff and students. The sports complex is used for holding indoor games competitions during the annual college week, for conducting karate classes, for recreational games by teachers and students . Equipment for a mini-gym is also available a the sports complex and used under the supervision of the gym instructor. An MOU is signed annually with the gym instructor by the college authorities.

Computers: The computers are maintained using funds granted by UGC's general development assistance and funds generated from student fee at the time of admissions.

Procedures and policies for Maintenance: An annual maintenance contract has been signed by the college for proper maintenance of the computers.

Procedures and Policies for Utilization : Its use is restricted to the college teachers, staff and students for all academic and examination related works.

Classrooms: The classrooms are maintained using funds granted by the state government and funds generated from student fee.

Procedures and policies for Maintenance: Classrooms are checked bi-annually by the members of the building committee and wherever repair and restoration work is required for electrical equipment and furniture are carried out during the summer and winter breaks.

Procedures and policies for utilizing facilities: classrooms are allotted for the use of students and teachers as per the college routine and student enrolment.

Women's Hostel: The college applies for maintenance grants to UGC following the guidelines laid down in this respect. As and when grants are sanctioned it is utilised by the college, inspected by the college committee first and then by designated bodies and finally the utilisation certificates are submitted by the college to UGC regional office.

Procedures and policies for Maintenance: Rooms and facilities are checked bi-annually by the members of the building committee and wherever repair and restoration work is required for electrical equipment and furniture are carried out during semester breaks.

Procedures and policies for utilizing facilities: Girl students are allotted hostel facilities at the time of admission to college on the criteria of the ones who are from remote and distant

areas from the college getting priority. First semester students are provided 3 and 4 bedded rooms and seniors are offered 2 bedded rooms.

Wardens' quarters and accommodation for support staff are within the hostel complex.

Laboratory: The college applies for equipment grant to UGC / RUSA following the guidelines laid down in this respect. As and when grants are sanctioned it is utilised by the college, inspected by the college committee first and then by designated bodies and finally the utilisation certificates are submitted by the college to UGC regional office.

Procedures and policies for Maintenance: Laboratory equipment is maintained by the respective departments and staff concerned and as and when repair and replacement is required the concerned departments place their requirements to the academic council which sanctions the same and the college authorities do the needful.

Procedures and policies for utilizing facilities: Students who have a practical component in their chosen courses and teachers allotted practical classes and bearers allotted are allowed to access and use laboratories.

Library:

Procedures and policies for Maintenance: Library books are weeded annually and damaged books are either salvaged by re-binding them and discarded if beyond repair and replaced with new copies if necessary. New books are added every year as per requirement and availability of grants from UGC, the state government and from Library fee collected from students at the time of admission.

Books that are damaged or lost by borrowers have to be replaced at the borrowers own cost.

Procedures and policies for utilizing facilities: Teachers ,staff and students are provided library cards against which books are issued; while teachers are allowed four books for a month students are provided 2 books for fifteen days and can be renewed again. The library subscribes to journals and newspapers which are made available in the library reading rooms. Internet and photocopying wifi facilities are available on payment of a nominal amount at the library counters.