

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

The college takes due care to ensure optimum use and proper maintenance of available physical, academic and support facilities. Various committees have been formed to look into the effective functioning of laboratory, library and classrooms and the upkeep of sports kits and computers. At the commencement of the academic year, the Principal takes the stock of the situation through a general meeting with all committees and staff members, their requirement and proposals for addition of such facilities are sought. With the help of the B. O. G. and the management body, allocation of budget is finalized and the execution for the expenditure during the year is approved.

**Laboratory :** The college has constituted a committee to supervise the functioning of DELL (Digital Education and Learning Laboratory). A person has been appointed by the Management to maintain the computers and monitor overall functioning of the laboratory.

**Library :** The library committee assists the librarian in placing the order of books and subscribing magazines. The record of Book -Bank facility for economically weaker students is maintained.

**Sports Ground and Kits :** Under the supervision of the PTI, the students are trained at the sports ground. Students are provided with sports uniforms and sporting kits. A Sports room has been set up in the college.

**Computers and CCTV :** Necessary repairing of the computers is carried out periodically. Antivirus software is installed in the computers. CCTV footages are checked regularly and the quality of footage resolution is maintained. For regular back-ups and maintenance of cameras and DVRs utmost care is taken. Projectors in the ICT classrooms are placed in such a way to protect them from dust and heat. Photocopier machines, scanners, printers and power backups are maintained properly.