

#### **4.4.2 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)**

Institute makes budgetary provision under different heads for maintaining, repairing and utilizing the campus infrastructure facilities. The allocated funds are utilized by various monitoring committees under the observation principal such as Repair and maintenance committee, Sports Committee, Library committee, Laboratory Maintenance Committee, etc. of the college.

**Laboratory-** Institute has well equipped and spacious laboratories for science subjects i.e. Physics, Chemistry, Zoology and Botany. Major equipment are Cathode Ray Oscilloscope (C.R.O.), Travelling Micrometer, Auto Clave, Audio Oscillator, Millikan's Oil Drop method, Photo Cell, Thomson method, Newton's Ring Apparatus, Laser Assembly, Ultrasonic Interferometer, Dark room, Colorimeter, Conductometer, pH metre, Potentiometer, Polarimeter, Refractometer, Hot Air Oven, Soil Analysis Kit, Magnetic Stirrer, Heating Mental, Digital balance, Analytical, Vacuum Pump, Eggs Incubator, Compound Microscope, Dissecting microscope, etc.

**Library-** Institute library has total 24615 books on different subjects, 46 Journals/Periodicals and also a member of e-resources consortia N-List having 6237+ e-journals and 3135809+ e-books. Library has other sources of information like Maps, Charts, CDs, Video Cassettes and Audio Cassettes to cater the needs of the users. Library uses SLIM 21 automation software for effective functioning of the library. All the books have been automated and we are currently working on Bar- coding of the books. Our institute provides following facilities to the user, such as Book Bank, On Deposit, Newspaper Clipping, OPAC, Web OPAC, New Arrival, Reprography, Reference, Issue/Return, Open Access, N-List.

**Sports Facility-** Sport department of the college is providing utmost facilities to the students for activities related to indoor game like Chess, Carrom, Badminton, Table tennis etc. and outdoor game like Cricket, Football, Handball, Kabaddi, Kho-Kho, Tennikoit. Indoor games were played in the College campus.

**Computers-** A well equipped computer lab, LCD projector, UPS Back-up is available which is used for facilitating students to lean practical approach to subjects like computer fundamental and operating system, Information Technology and Business data processing, Internet world wide web, Computer Application in Business etc. The students are encouraged to give power point presentations on various topics in Computer lab.

**Classrooms-** All class rooms are numbered and marked for teaching different classes and optional subjects. Each class room is equipped with black board, accommodating 70+ Students with enough ventilation and greenery.

To maintain and upkeep the infrastructure following activities are undertaken by college:-

- There is Stock Maintenance Committee in every department, who maintains the stock register by physically verifying the items round the year.
- Department wise annual stock verification is done by concerned Head of the Department.
- Regular maintenance of Computer Laboratory equipments are done by Laboratory Assistant along with Laboratory attendant.
- Overall development of campus is done by Campus Discipline and Cleanliness Committee of the college.

- Regular cleaning of water tanks, urinals, proper garbage disposal, pest control, is done by outsourcing agent
- College campus maintenance is monitored through regular inspection.
- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of software is done by computer expert.
- Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.
- Regular maintenance of water coolers and water purifier is done by outsourcing agent.
- The maintenance of the reading room and stock verification of library books is done regularly by library staff.