

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)

For maintaining and utilizing physical, academic and support facilities, The College adopted some policies and procedures as up-gradation of the obsolete, facilities well-versed with technology and which enhance the quality of institutional life, provide comfortable and ergonomically efficient spaces and environment for optimal output. To facilitate these, the College seeks and receives requisitions from the faculty and the students based on curricular requirements like laboratories, library, sports facilities. The College has an extensive IT infrastructure. The College assesses the equipment and infrastructure on a regular basis. It awards Annual Maintenance Contracts (AMCs) for its sensitive and heavy equipment through a proper process. The College has an in-house team for the maintenance of its Systems and Network and minor hardware daily repair. For all major computer related problems, a service provider is hired. Computers are regularly updated with anti-virus software to protect them from malicious programs. The College has a caretaker as the nodal person to receive and redress complaints. His team comprises electrician, plumber and handyman to resolve routine problems. The College ensures that the Library purchases current titles of books and journals and empanels such book distributors who can procure new titles and bring them to the notice of the faculty on a continual basis. All books and journals are routed through the Library Committee members before the purchase orders are finalized. Library Committee, an advisory committee, responsible for effective functioning of the Library and purchase of library resources, is appointed by the College.. The College has a well-equipped Fitness Centre. The College has active student teams for different Sports that participate on a continual basis in national and international sports events. The College facilitates them by providing attendance waivers and holding special classes for them. To encourage student engagement with sports, the College has made Sports period for students. In addition, the College facilitates regular workshops on Self-Defence and First Aid through the Sports Department.