4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities (Laboratory, Library, sports complex, Computers, Class rooms etc.

The institution has an effective mechanism for the maintenance of its academic and support facilities. They are: LABORATORIES: There are Laboratories for the departments of Chemistry, Physics, Zoology, Computer Science and Information Technology. The list of lab requirements are prepared by the Heads of department. The same is communicated to the Principal. The Principal sanctions the required amount to procure the material. The amount to be sanctioned for other valuable additions is approved at the meeting of Local Managing Committee. The quotations are received from the eligible suppliers and orders are placed by the Principal after getting the necessary approval. The institution outsources the maintenance of physical infrastructure. The agency is appointed by the Principal after a proper consultation with the Management. LIBRARY: The Library Committee receives the requisition of books from the HoDs. The Library committee goes through the existing stock and the list of new books required in case of the change in syllabus. Requisition is forwarded to the Principal for getting the approval from the Management for its procurement. SPORTS ROOM: The College has Sports Room Physical Instructor manages the sports activities and supervises the maintenance of sports equipments. The requirements for sports equipments are discussed by sports committee. The committee finalizes the requirements at its meeting and forwards it to the Principal. The Principal gets the approval for the procurement from the Management. The schedule for sports competition is prepared by the sports committee. The committee ensures the smooth conduct of all sports activities and events. COMPUTERS: The College has computer labs for departments of Computer Science and Information Technology. The College office has computers for the day to day office work. The computers are also provided in every department. The HoDs give the list of requirements for the hardware and software. The head of institute goes through the requirements received from the HoDs and communicates to the Management. The Local Managing Committee considers the requirements and approves the sanctioning amount. CLASS ROOMS: There are 33 Class Rooms in the institution. Required number of benches are provided in each and every class room. The support staff is instructed to clean black boards, floors and benches regularly. The electrician checks regularly the condition of fans and light systems. The requirements are communicated to the Head of the Institute. The Head of the institute gets sanction from the Management for any requirement. AUDITORIUM: The College has a state of the art Auditorium. The programs are conducted in the auditorium. The concerned department has to book the auditorium in advance by consulting the Principal. The requirements for the auditorium are placed before the Local Managing Committee for the necessary sanction. The College has the state of the art Seminar Hall, Girls Common Room, NSS Room, Counselling Room, Canteen, Music Room, IQAC Room, Conference Room, Legal Cell, Wash Rooms, Purified Water Coolers.