

**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)**

Our institution has an effective mechanism for maintaining its academic and support facilities.

**LABORATORIES:**

Our institution has full time courses in Science and Technology such as B.Sc. Chemistry, B.Sc. Physics, B.Sc. Computer Science and B.Sc. Information Technology. We have well equipped laboratories for each of these course which are updated on timely basis... The respective H.O.D.'s prepare the list of the requirement of laboratories which is communicated to the Principal. The list of requirements and the estimated cost is put forward by the Principal to the management for approval in the College Development Committee (CDC) meeting. Quotations are received from eligible suppliers and subsequent procurement of the same after getting necessary approval.

**LIBRARY:**

Our college library has spacious rooms for students and teachers that are used for referencing and reading purposes. The library consists of a huge collection of reference books and text books of all subjects. The Library Committee receives requisition of books from all H.O.D.'s annually. The committee evaluates the new books required and the requisition is forwarded to the Principal for getting necessary approvals from the Management for procurement of reference books, text books as the case may be.

**SPORTS ROOM:**

Our infrastructure includes a sports room for students. The sports room has many indoor and outdoor sports provisions. Our college has an appointed Sports Teacher who arranges sports activities for students throughout the year and also supervises the maintenance of the sports equipment.

The Sports committee puts forward their requirements annually to the Principal for the approval from Management and subsequent procurement.

**COMPUTERS:**

The College has three well equipped computer laboratories with latest hardware and updated various software to be utilised for the departments of Computer Science and Information Technology. The College Administration office has computers for daily office work. The college has provided computers in every department with internet facility to

prepare lecture notes, presentations and other miscellaneous work. Requirements for new computers and software are presented to the principal for procurement post approval by the management.

#### **CLASS ROOMS:**

Our college provides 33 well ventilated Class Rooms for conducting lectures. A time-schedule for maximum utilization of each class- room is prepared by a committee. Each classroom is furnished with proper and customary benches, lights and fans. Support staff upkeeps the maintenance of the rooms regularly. The electrician maintains electricity of not only the rooms but entire college. The requirements of the classrooms if any are communicated to the Principal which is then proposed to the management for approval and sanctioning of funds.

#### **AUDITORIUM:**

Our institution has a state-of-the-art auditorium where college programs are conducted. The concerned department has to give a prior notification of the program to be organised and then book the auditorium in advance after taking appropriate consultation from the Principal. The non-teaching and support staff maintain the auditorium on a daily basis. The college also has a well furnished Seminar Hall for holding seminars and conferences. Other miscellaneous infrastructure include Girls Common Room, NSS Room, Counselling Room, Canteen, Music Room, IQAC Room, other Conference Rooms, Legal Cell, Wash Rooms etc. Purified Water Coolers are fixed at every floor of the college providing clean water. Our college follows standard procedures and policies for its maintenance and utilization of all the available facilities.

The institution outsources the maintenance of physical infrastructure. The agency is appointed by the Principal after a proper consultation with the Management.

### **College Women Development Cell:-**

The College Women Development Cell is running since 2007.

The Women's Development Cell of the College undertakes a variety of activities to promote Women's empowerment and awareness . The cell has both the faculty and students of the College as its members and work with an aim to create a gender sensitized community within campus as well as society.

Objectives of the cell are:

1. To create awareness about gender equality among students & other stakeholders.
2. To take care of health of female students and employees.
3. To organize events such as seminars, conferences and activities for women empowerment etc.

## **Legal cell and Internal Complaint Committees**

These two committees are functional and working effectively in the college since 2017.

Our aim is to create safe and secure gender neutral atmosphere in the campus.

We regularly conduct legal work shops for the benefit of the teaching non teaching staff as well as the students.

We have equal representation of members from all stakeholders in this regard.

With the blessings and continuous support from management and under the able guidance of our Principal Dr. Leena Sarkar we have been working towards building a legally aware and responsible future generation ...we always ensure equality in respect of opportunity as well as responsibility..

The road ahead is difficult but not impossible..