

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sportscomplex, computers, classrooms etc.

Library- The requirement and list of books is taken from the concerned departments and HoD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. Stock register for physical verification is maintained at the end of the financial year.

Laboratory- Record of is maintained by by HODs of the concerned departments and the physical verification system is applied by the HOD's of other department. The microscopes in botany and zoology department used for biological and experiments are regularly cleaned and maintained by the concerned departments and record of the same is maintained by lab technicians and supervised by HODs of the concerned departments.

Sports: Regarding the maintenance of indoor Badminton court, it is cleaned by college peon every week. In the guidance of sports officer, the accommodation for competitor of other college in any tournament is arranged. Outdoor games like Kabbaddi, Kho-kho, Cricket etc ground is prepared in the guidance of sports officer.

Classrooms-The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HoD's may submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments.

cleanliness Awareness-Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.