

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)

	Policies for Maintenance	Utilization
Physical facility		
	<p>Class rooms</p> <p>Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. Some of the class rooms are provided with the electricity generated by solar plant present in college campus.</p> <p>Regular campus cleaning and Class rooms are cleaned daily by the non-teaching staff of the college. Regular monitoring of electrical and fixtures is done and repaired immediately.</p> <p>Separate provision is made for maintenance of computers, LCD and other digital devices.</p>	<p>Central time table is designed in such a way that there is maximum utilization of infrastructure and class rooms. College is conducted in two sessions, Arts and Commerce lectures are conducted in morning sessions and Science, Computer Science faculty lectures are conducted in morning as well as afternoon sessions.</p>
Academic		
	<p>Laboratory</p> <p>According to need separate provision is made for high grade instruments. Regular servicing and maintenance is carried out for the instruments. Calibrations of instruments is done. According to need service engineers from manufacturing companies are called for the repairs if available. Three quotations are taken from different agencies for the repair, and one who can give effective service is given the work.</p>	<p>Practical batches are prepared so as to give hands on experience to all the students. Practical are conducted in morning, afternoon and evening sessions for maximum utilization of laboratory space.</p>

	Library	<p>Software for library management is in house development. So the maintenance and extension of library software is done by our computer science department. Proper ventilation is done so as to maintain dry environment near book shelves. Regular dusting and cleaning is done by using vacuum cleaners .Pest control is carried out so as to increase the life of valuables resources of library. Furniture and fixtures are repaired as per the requirement centrally.</p>	<p>Library is made semi-automated. Computerized issuing and returning of books is done so as to save time. Book exhibitions are conducted in the library and books suggested by staff members are included in the library .Open access is given to students to the books so as to have effective referencing and exploring of new books related to subjects. Special reading room facility and computers are provided for access to e- content .Library staff conducts orientation and information literacy programs to educate patrons. New arrivals are exhibited on board and screens.</p> <p>Library is kept open in long vacations for the benefits of the students.</p> <p>Qualified staff is appointed in library to guide and help students. Separate computer is provided to student for book search. Social platform is used to notify about the current updates of library</p>	
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