

4.4.2. Procedures and Policies for maintaining and utilizing physical academic and support facilities-- laboratory, library, sports complex, computers, classrooms etc.

Academic and administrative functions of the college are done in an effective manner with support from all stakeholders. Regular IQAC meetings are conducted and views from all heads of the departments, faculty members, nonteaching staff and students are taken into consideration in the decision making process. A building committee in the college looks after the matters related to construction work. An autonomous Cell is in working in the college which is responsible for conduction of regular examinations and declaration of results. New arrivals in the library, new equipments in the Laboratories and new smart class rooms are established at regular intervals. A separate sports committee has been constituted in the College for the development of sports facilities. The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. Laboratory: Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows: • The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises. • The microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments. • There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste. Library: The institution has two large libraries: a U.G Library and a P.G Library. There is also a specialization

course of B.LISc being given to students. The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. • Every year in the beginning of session, students are motivated to register themselves in library to use books. • The Library has special facility for visually challenged students by setting up two special computers for them. • Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. • To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained. • Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee. Sports: The maintenance of outdoor and indoor Courts and Gym in the college is maintained by the Physical Director. Classrooms: The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other.