

## **Policies for utilization and maintenance of physical, academic and sports facilities....**

### **Physical Facility-**

#### **Class Room-**

A policy for Maintenance- Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. Class rooms are cleaned daily by the non-teaching staff of the college.

**Utilization-**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 ,science and arts .And arts lectures are conducted in morning session and science faculty practicals & lectures are conducted in morning as well as afternoon sessions.

#### **Academic-**

#### **Laboratory-**

**Policies for Maintenance-** Annual maintenance contract is done high grade instruments. Stabilizers are used for instruments. Regular servicing and maintenance is carried out for the instruments. Service engineers from manufacturing companies are called for the repairs if available.

**Utilization-** Practical batches are prepared so as to give hands on experience to all the students. Practical are conducted in morning and afternoon session for maximum utilization of laboratory space,

#### **Library-**

**Policies for Maintenance** -Annual maintenance contracts are done for the software used in the library. Proper ventilation is done so as to maintain dry environment near book shelves. Regular dusting and cleaning is done. Valuable resources available in library. Furnitures are repaired as per the requirement centrally.

**Utilization-** Library is made fully automated. Computerized issuing and returning of books is done so as to save time .Books exhibitions are conducted in the library and books suggested by staff members are included in the library. Open access is given to student 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. Librarian conducts orientation and information literacy programs to educate students on the LCD projector. New arrivals are exhibited on display board. Library is kept open in vacations for the benefits of the students. Separate computer & Wi-Fi internet connection is provided to student for books ,journals & open access search. Social platform is used to notify about the current updates of library.

### **Computers-**

**Policies for Maintenance-** Maintenance and support are carried out by system administrators. Regular up gradation is carried out for computers and software.

**Utilization-** Computer lab is available in college and computers are distributed in departments, office, library and administrative work as per the requirement. Computers are connected through LAN and with high speed internet facility. Computers are provided with upgraded antivirus.

### **Sport facility-**

**Policies for Maintenance-** Regular maintenance is carried out for sports equipments and sport material from experts in the concerned field. playgrounds are cleaned periodically

**Utilization-** Sport material is issued to students as per the schedule. For intercollegiate competitions sport material is issued to the student for the period of the competition. .