

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)

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants, received by the college as per the requirements in the interest of students.

Laboratory: Record of Stocks 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 equipments are done by the technicians of Labs and equipments suppliers.
- 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 as per the regulation of Pollution Control Board.
- Compliant Register for electricity, water, fans, tube-well etc. are registered with office superintended (O.S) and restored by Plumbers, electrician etc..

Library: 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 INFLIBNET. During 2018-19 sessions the total number of INFLIBNET users is 992.
- The Library has special facility for visually challenged students by setting up two special computers with special software for them.
- Suggestion box is installed inside the reading room to take user's 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.
- A proper account of visitors including students and staff on daily basis is maintained in Library register.
- 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: Records of the maintenance of indoor Badminton court/ Volley Ball court/ Basket Ball court / TT Courts /Gym etc. are maintained by college sports secretary and sports council. During the session 2018-19, the college was runner up in the cricket and football intercollegiate tournament. College students also won prizes in Chess, Football, 400 meters Race, and 100 meters race at University level.