

Procedures & Policies for Maintenance & Utilization of Academic and Support facilities

Academic and Support facilities:

We take great care in developing installing and maintaining academic and support facilities for all the students. The physical facilities including Laboratories, Library, Classrooms and Computers, Sports Complex etc. of high quality are made available for the students those who are admitted in the college. The support facilities are upgraded, updated and augmented from time to time.

➤ **LABORATORIES**

The infrastructure has more than a dozen computer laboratories in the college. These labs cater to the needs of various departments. They are provided with advanced computers and are adequately equipped with the latest tools and licensed software packages. They are connected with LAN and Internet with wi-fi facility. New computers are purchased and some old ones are being written off every year, year to year. At present there are 410 computers in the college after some have been written off, a few others been donated and some more purchased. The computer facility has been supported by On-Line Un-interrupted Power Supply (UPS). In addition, our students have the privilege of availing computer facilities as and when required for certain training session. Every Lab has a dedicated Lab Instructor. Within this year various software and hardware for computer labs have been purchased. An expense to the tune of Rs. 3495872/- has been spent towards purchase and maintenance of computer equipment and software for our computer labs. We also have a separate dedicated language lab in the college in English Department where a number of computers with special applications are installed where students learn by experiencing various audio-visual creations.

➤ **COMPUTERS**

The College has adequate number (410) of the latest configuration computers with internet connections, wi-fi facility, connected through LAN and the utility software's distributed in different locales like office, laboratories, library, departments etc. Software licenses, for example: Quick Heal has been updated on time. Outlived computers are replaced timely and external parties are hired for maintenance and upkeep. The disposal of hardware junk is being handled through external authorised parties.

➤ **LIBRARY** The College has a spacious library having a very large collection of Text Books, Reference Books, journals, magazines, etc. under various classifications. The library systems have a college owned software on which the library operates. The library is also provided with LAN facility for the computers and they are loaded with the library software having OPAC facility. The college also has facilities like INFLIBNET. A provision of the budget for the library maintenance is made by the college management. The activities like keeping library well sorted and clean are done promptly by library staff. The library aims at

providing access to its printed resources such as books and journals for the use of faculty and students. The library stock is increasing every year. The library is supervised by the librarian. Faculty of the college may recommend the purchase of desired or relevant book to the librarian. 91 online books from renowned authors on variety of subjects being taught in the college have been purchased from M/s Pearsons which are available on line for study by the students and teachers. A training session also has been arranged for the users on this package access. One new server computer has been installed in the library. More books on approval will be available in the library from time to time. In addition there are mini libraries maintained at Departmental level where specific needs of students and teachers are met locally.

➤ **CLASS ROOMS, PROJECT ROOM & AUDITORIUM**

The college emphasizes on quality class room teaching including all the basic facilities like fans, lightings etc. Space is sufficiently adequate for each student. They are provided with good quality furniture according to the recommended capacity of the rooms. The corridors and staircase walls are mostly tiled and provide a clean and pleasant ambience. The college infrastructure boasts of an impressive auditorium with a capacity of 2000, all modern gadgets and it caters to conferences and seminars, at both national and international levels. The auditorium light and sound/acoustic facility is up to the mark such that the college has hosted an International Film Festival in the same auditorium in the past. The other facilities include separate girls' common room and medical centre where a fully qualified doctor and a paramedic staff are employed. There are facilities like medicine; one bed for rest and a number of physiotherapy equipment's are available. We have well maintained canteens. Canteen facilities with proper hygiene and nutrition foods and snacks are made available in separate block for girls and also at common places. Proper sitting arrangement and ambience is also provided in the canteen. The Civil, Electrical and the Plumbing related maintenance is done promptly with the help of local employed skilled persons and the expenditure is done from budget gained by the college from different sources. Every class has its own Class Representative/Mentor as well who co-ordinates about various issues existing in class or with the students.

➤ **SPORT COMPLEX**

The sports department of the college is meritorious and a large part of credit goes to the adequate infrastructure of this department consisting of the Indoor Hall and sports ground which can be used by students and staff. The facility is adequate for sports like Archery, Volley Ball, Badminton, Tae-Kwando, Chess, Kho-Kho etc. The college has separately set up a most modern Shooting Range with separate lines where students are motivated to go through regular practice. A gymnasium facility and equipment are provided in the sports department. Similarly, there is a separate equipped Yoga Centre with a dedicated Yoga instructor and our trained yoga students have brought laurels to the college. A Meditation cum Healing Centre is provided in the college where expert healers visit for training and healing

the students and staff through alternative healing practices. These Sports facilities and the other platforms supporting overall development to the students like NSS, NCC is open to the college students. College has its sports in-charge encouraging students for sports. A provision of the budget for the sports equipment and maintenance is made by the college management. College follows the University Sports calendar and has been winning a unprecedented large number of championships in different sports.

- **GARDEN OR HORTICULTURE** The college garden is well maintained by the gardeners appointed by the college. The whole premises is full of lush green lawns, trees, plants and flowers aesthetically planted in various types of attractive flower pots on the ground, on the walls and hanging in the corridors, running in thousands. This not only provides a healthy and pollution free air but also gives a feast to the eyes in the form of scenic beauty. In summer days it even gives a feeling of cooling in the premises. Some plants and trees have been fixed with identification name plates on them. Some plants are of medicinal/ Herbal value. It enhances the beauty of the college premises. The college gardens are also adapted for an installed Water Harvesting System and a fully operational piped Fire Hydrant System. Apart from this the college has a number of medicinal plants during this year such as Bhrami, Aswagandha, Guggal & Miswak etc.one earmarked area has been developed as a herbal garden in the college in which such medicinal plants have been planted. Such plants have been added during every year in the college.