

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 Management has a full fledged team to maintain the infrastructure facilities and equipments. The Institution has adequate classrooms, Laboratories, Seminar Halls, Departments, and Staff-Room The institution has eight Laboratories which are properly maintained by respective Departments. There are 29 Class Rooms which have proper lighting, Fans, CCTV Cameras and also windows to allow natural light and air

#### **Facilities:**

1. **Laboratory :** The Institution has well equipped eight Laboratories which are properly maintained by respective Departments and with Wi-Fi connection
  
2. **Library and Information centre:** Department of Library Information Centre partially automated works like a knowledge centre utilizing new age technology. We provide adequate books IT Facilities keep up to new age demands. The Department of Library and information Centre with the e-lib Library Software ,With the OPAC for easy to book circulation and reference and e-resource, The Library activities of the purchase of books/Journals/CDs/online resources Training the students, counseling them regarding job opportunities. The new arrival are made known to the user as he keeps on visiting the Department of library and Information centre. We encourage students to get every year best library user award. To increases the use and users of library and information centre and make them reach knowledge stated awards of students.
  
3. **Physical education and Sports:** The College has participated in various Inter-College activities national and International such as Cricket, Football, Tennis, Weight lifting etc.
  
4. **Computer Lab:** Adequate facility for teachers to browse Internet within the Campus, LCD Projector Facilities for ICT based teaching WIFI facility within premises
  1. Centralized computer laboratories
  2. Internet and WI-FI Enabled campus.
  - 3.Regular maintenance of Computer Lab and Equipment Computer faculty

#### **5. Classrooms:**

1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, the Staff submits their requirements to the Principal regarding classroom furniture and other.
  
2. The Management is in charge of student's requirements.
  
3. College Campus maintenance is monitored through regular Inspection.

**6. Office Administration:** Office work is supervised by the office superintends. The work is divided in to two categories office Superintend (Administration) and office Superintend (Accounts).There is six clerical Staff. Office work is fully computerized. Each is given responsibility such as Admission, Examination, Scholarship, salary etc. peons are appointed to assist the office staff and the Principal.

**7. Ladies Room:** A separate Ladies Room with adequate facilities is provided to the Girls students in the campus. It is well equipped with furniture and wash rooms. A separate prayer room (Namaz room) is also constructed within the Ladies room. A team headed by a lady staff, student secretary, and peon given the responsibility of supervision and maintenance of the ladies room.

**8. Washrooms for Boys and Girls:** Adequate washroom facilities are provided in the campus for Boys and Girls .The washrooms have water facility round the clock. The cleanliness of the washroom is taken care of by the sweepers. A senior peon is also appointed to take care of the maintenance of the washrooms.

9. Suggestion boxes are installed at different places in the campus.

10. First aid boxes in the office, dept of Physical education and sport and Science depts.

11. Fire extinguisher Kit is with the Department of Chemistry

12. Generator of 100KV is installed in the campus.

13. Drinking waters in the Campus

14. Bank and Post office are in the college office

15. Separate Prayer hall is Provided from both staff and students

16. Dustbin are placed at different corner in the campus