

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. The infrastructure is regularly maintained to ensure that they are of maximum benefit to the students as well as teaching and non-teaching staff. Non-teaching staffs are engaged to ensure maintenance of the campus. There are various committees like Library, Sports, etc. to ensure proper maintenance and upkeep of the college campus and its premises. The Principal supervises the optimum use of infrastructure which is accessible to the students and staff of the college. An eco-friendly environment is of prime importance in the college. Water purifier is available for staff and students and it is well-maintained. Separate toilet and bathroom are made available for boys and girls students as well as male and female staff. Parking facility for staffs and students are available within the college premises. First aid facilities also available in the college, however, in case of major eventuality, medical professionals from Community Health Centre located 100 metres from college always cooperated for emergency needs. Welfare fund is generated by college for needy students and emergencies.

Library is well equipped with collections of text books, etc. and students make extensive use of the facility available in the library for reading and writing assignments. The Library is partially computerized. A regular update on new additions is provided by the library and enables the students to get maximum exposure and participation and also to avail all the facilities provided by the library.

Physical and Electricity facilities related maintenance done regularly as per requirements. College have constituted various equipments like, Generator, Xerox machines, few printers, seize fire equipments, CCTV cameras, Audio system, Digital Camera and Inverters etc. There is some fund/expense has been paid regularly or every year on these equipments to maintain all above facilities.

Sports and Games is an internal part of the college like Table Tennis, Volleyball, Badminton Court, and basketball court are few of the highlights. Our College has no regular post of sport teacher. But, as per students' requirement and interest college administration always support to give them best sports facilities. So, we purchased some sports game kits, like for cricket, volleyball, badminton, Chess etc.

Academic and support facilities, teachers of the college has using ICT materials for teaching as per requirement. College has LCD projectors, computers etc. As per requirement of the maintenance of the above IT equipments, we call for local hardware technician/service

provider. In some lectures, projector, microphone and speakers are used to ensure usage of new audiovisual pedagogical techniques. The college hired Technical Assistant to ensure proper upkeep of computer lab.

The College has computer lab, Xerox machines, scanners, printer machines and Wi-Fi facility is available in the college for students and staff. Apart from that CCTV cameras available in and around the college premises.