4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Physical facilities:

The College infrastructure committee headed by the Principal looks after the development, maintenance and utilization of the College physical facilities. For maintenance of a clean campus environment, grade IV staffs are assigned to various jobs and duties – cleaning of all rooms, corridors, toilets, compound, etc on regular basis. Skilled workers are hired for repair works relating to buildings, furniture, etc. The Teaching Faculty with students also clean the classrooms and corridors.

Laboratory: There are three laboratories in the College-

a. The computer laboratory offers proficiency programmes in information technology. Short term computer courses are organized for students, teaching faculty and staff from time to time. The College Information and Communication Technology Committee (ICT) is responsible for maintenance and functioning of the lab.

b. The Psychology laboratory is maintained by Psychology department. The lab is used as part of the under graduate programme.

c. The Home Economics laboratory is maintained by Home Economics Department.

Library:

The Library Advisory Committee with the Principal as the chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued library cards which will be valid till their final semester. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. The library is under CCTV surveillance.

Sports ground:

The College has a standard ground including kabbadi courts where outdoors sports activities are held. The college also has an recreation room for table tennis etc. The sports department of the College is in-charge of the sports related equipment's. The committee supervises the Grounds-men and Grade IV staff assigned for maintenance and repair works.

Computers:

The College information and communication technology committee (ICT) is responsible for the maintenance of computers and smooth functioning of the network facilities in the College. They also look into the College website, up-gradation, biometric services, procurement of hardware and software and other items related to computer

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