

## Procedures and policies for maintaining and utilizing physical, academic and support facilities

2018-19

The College takes care that the classrooms are well-maintained and regularly cleaned. The lights, fans, benches, desks, chairs and black/white boards are regularly checked and any problem, if found, is taken care of at the earliest. A new classroom, a bigger one than the present classrooms, has been added in the last academic year. There is a Virtual Classroom equipped with a computer, LCD projector, speakers and internet connection. The gadgets are regularly checked and maintained. Projectors can be used in two other classrooms as well. The College presently has 18 computers, including seven in a Computer Lab, which are in good functioning condition. The college has total 4 projectors to conduct seminars or class lectures. There is an Annual Maintenance Contract for any repair required of the gadgets. The College also provides free wi-fi facility in the entire campus for the faculties and staff. The students can also access the free wi-fi facility at a wi-fi space, by registering themselves to the wi-fi connection.

The College had four laboratories for Physics, Chemistry, Geography and Food and Nutrition. This year, the Chemistry laboratory has been constructed. The laboratories are being systematically upgraded with purchase of new equipment on demand from the concerned departments. The College Library has 8085 books and is growing fast. There is regular purchase of new books on the basis of requisition from each department. In the last academic year, 1200 new books have been added to the library. The library also provides photocopy facility at a subsidized rate for the students and the Xerox machine is properly maintained and repaired.

Multi-gym facility is available for the students and staff interested in physical exercise. A gym fee is collected from each student, enrolling them by default to the gym. Any interested student, therefore, can access the gym which contains two types of 8 Station Gym, manual jogger, gum ball, different types of medicine balls, yoga and gymnastic mats, barbells, dumbbells and bicycle.

There are presently five water-purifiers and two water-coolers in the college. The maintenance of the water purifiers is under an Annual Maintenance Contract. The College also has a Girls' Common Room and a Boys' Common Room each equipped with a carom board which are regularly maintained. There is also a generator set in the College maintenance of which is under an Annual Maintenance Contract with the concerned supplier/company.

The construction of cycle shed for the students was completed and the students are being benefitted by the proper usage of this area. A portico has been built up too.

Instruments and equipment of Music and Physical Education departments are also maintained under the supervisor of the faculty members of the respective departments and they are repaired by the experts if it is so required.