

## NAAC Criterion 4.4.2

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

*Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 1000 words.*

The College has well established procedure of maintaining and utilizing academic and support facilities.

### **Physical Facilities:**

***Classrooms, Tutorial rooms and Seminar halls:*** Before commencement of each semester, Head of the department and class incharges inspect the class rooms and tutorial rooms to checkout the adequacy of furniture, working of projectors, tube lights, fans, etc. and make sure all the facilities are available in good condition for the students. The college is having in-house maintenance team and Annual Maintenance Contract with agencies to carry out repairs and maintenance work.

A separate class room is allotted exclusively for every class, whereas tutorial rooms and seminar halls are shared by two or more departments as per the requirements. Time-table incharges of the departments prepare times tables in consultation with each other and display them on the notice board. All the classrooms are provided with LCD projectors and students and faculty members can utilize them for their presentations.

***Laboratory and Workshop Facilities:*** Adequate laboratory facilities exist for carrying out all the experiments as per curriculum. Advanced equipment for R & D work is also procured as and when required. Each Laboratory is managed and maintained by a faculty incharge, laboratory assistant / Programmer / Technician / computer operator etc. Annual proposals for purchase of new equipments, repair and maintenance of available equipments are prepared by the concerned lab incharges and submitted to Head of the Department. The Head of the institution after receiving the proposals from all the Head of the departments calls the Purchase Order Committee meeting for their approval and purchases / repairs and maintenance. After purchase and installation, the details of new purchases are recorded in the stock registers of respective Labs. Testing & calibration of equipment and devices are also performed on regular basis to ensure the working and accuracy of available equipments in the laboratories. Equipment rendered obsolete on account of change in syllabus, process or technology is phased out either by replacing it with new equipment or transferring it to other institutes who can utilize these equipments productively. The assets thus transferred or disposed off are written off from the respective stock registers. Stock verification process is carried out every three years in the department to physically verify the availability of all equipment.

While many of the laboratories are exclusively used by the department, some of the laboratories and workshops are shared with two or more departments for their service courses. Meeting of time-table incharges of the all departments is held before the commencement of each semester so as to finalize the schedule of service courses for both theory and labs and the Time Tables of each department are prepared accordingly for best utilization of resources.

**Computers:** Each department has its own computing laboratories fully equipped with latest computer systems, printers, scanners, relevant license softwares and internet connectivity for the benefit of the students. All the faculty members are provided with Personal Computer with internet connectivity. Computing, Wi-Fi and Internet facilities are checked routinely by the concerned incharges and any repairs and maintenance will be carried out as and when required through AMC service provider. Upgradation of hardware and software is done periodically.

Most of the labs are utilized exclusive by the students of the department for their Lab activities and project works. Whole campus is Wi-Fi enabled and staff members and students use the facility for accessing the internet.

### **Academic Facilities:**

**Library:** The Central Library with over 17000 titles and 62000 volumes and subscription to 4 data bases offers an excellent environment for academic pursuits. The Central Library Committee comprising of a senior faculty member from each department recommends the purchase of new editions, number of volumes based on strength of students and inputs from course coordinators. In the annual meeting of Central Library Committee, Librarian presents these recommendations and finalizes the purchases.

Printed journals and magazines are kept in the reference section where the students can read and take photocopies. Computer and internet facility is also available in the library which is utilized by the students and staff for browsing e- journals and online data bases. Each department has its own departmental library with limited number of titles and volumes for the benefit of faculty members who utilizes this facility for their research work.

### **Computer Centers:**

Apart from the computer labs for conducting scheduled classes as per curriculum, the college has established computer enters for general use of students from all disciplines. Some of these centers are; 'Center for Innovative Computing', Center for Smart Learning', Digital Library etc.

### **Support Facilities:**

**Sports Complex:** Central Sports Facility for in-door and out-door games is available in the campus for student and the staff of the college. The central Sports Complex of the campus is having In-door game facilities for Table Tennis, Carroms, Chess, Gym equipments, etc. and Playground for out-door games Like - Cricket, Football, Tennis, Volleyball, etc. Physical

Department headed by the Physical Director is responsible for purchase and maintenance of sports equipments, and organizing Inter and Intra college events annually.

Student and staff members of the college utilizes this facility to participate in the inter college games and sport events held annually and also to represent the college in inter university or inter-state sports competition.

Institution provides various other services / facilities for the students and staff members which are as follows:

- Reverse Osmosis Water Treatment Plant and water coolers for clean and portable drinking water.
- Fire fighting and Fire Alarm System for fire safety.
- Banking and ATM facility for financial transactions.
- Stationary facility for purchase of stationary items.
- Vegetarian and Non-Vegetarian Canteens for food.
- Auditorium for conducting events.
- Dispensary for any medical emergency and first aid.
- Security personals for campus security and safety.
- Mosque for performing prayers.
- Pest control for keeping away rodents.
- Campus Plumber & electrician for repairs and maintenance work.
- 320 KVA and 62.5 KVA generators for uninterrupted power supply.
- Full time Network administrator for addressing internet and networking problems.
- Student Activity Center to carryout out any student activities.