

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

The policies and procedures followed for maintaining and utilizing infrastructure are aligned towards development of students who are morally upright, intellectually well informed, and socially concerned while ensuring maintenance of high academic standards and facilitating wide array of extracurricular activities. The physical, academic and support facilities in the college are differently abled friendly.

### **Infrastructure profile**

- Academic: All the class rooms are well furnished and maintained, Wi-Fi enabled campus, Wi-Fi enabled Seminar rooms, Alumni Hall, College Hall and Multi-Purpose hall, Well-equipped and well stocked library with internet and e resources.
- Sports and extracurricular activities: Gymnasium, Indoor Badminton Hall, Tennis Court, Basketball Court, Cricket ground with Pitch, Football uprights, Volleyball Court, Auditorium, and other amenities:
- Staff rooms: Subject wise Staff rooms are in Commerce and Arts Faculty, moreover in science, every staff member has an independent room which has a research facility also.
- General staff rooms in administrative block is air conditioned and well-furnished .Reception desk and Visitor's room, Canteen, RO water plant, rain water harvesting, Solar Plant, Girl's common room, ,Bishop French Boy's hostel, Ramps , Davies House(Girl's Hostel-WI-FI Campus ) ,Library ,Staff Quarters etc are other basic physical facilities .

### **Maintenance of physical infrastructure**

- The library development is done by Library committee. The library has an experienced and knowledgeable library staff. Books, journals and magazines etc. are purchased in consultation with staff members, under the supervision of the library committee
- Each laboratory has dedicated lab assistants and attendants for regular maintenance of laboratory equipment and stock keeping of chemicals and materials on regular basis. The computers and internet resources and other facilities in the college campus is provided through well qualified nonteaching staff.
- The college campus is covered by CCTVs for comprehensive security.
- The garden committee of the college continuously monitors and work to give a beautiful environment to the campus with the help of gardeners and care takers. Office attendants assist in the administration work and proper maintenance.
- The hostel has hostel warden, Assistant Wardens, Gate Keeper, mess staff and cleaning staffs to manage the functioning of the hostel.
- . The overall maintenance of the college campus is done under the supervision of and by a building Committee members.
- College campus has an efficient team of masons, Carpenters, Electricians, Plumbers and housekeeping staff assisting in college maintenance

- A simplified and transparent procedure is followed in the utilizing the available facilities in the college. Students write an application for utilizing a facility which is forwarded by the respective convener or teacher in charge or Heads of the Department and then approved by the Principal based on availability of the facility on a particular date (checked by the respective caretaker who maintains the record for the same).