

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)

Facility	Policies for Maintenance	Utilization
Physical Facility		
Class Room	<p>Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students.</p> <p>Regular monitoring of electrical and fixtures is done and repaired immediately.</p> <p>Classroom with LCD Facilities given to student to expand their interest in regular syllabus through digital form of learning</p>	<p>Central time table is designed in such a way that there is maximum utilization of infrastructure and class rooms. College is conducted in two sessions, Arts and Commerce lectures are conducted in morning sessions and science faculty lectures are conducted in afternoon sessions.</p> <p>Separate time table or register maintaining to engage the Multi Media Hall to Teaching.</p>
Auditorium	Auditorium is made available for students, Teachers, Staff and social programme in the society.	<p>The auditorium is a central and important space in any academic college enough to have one.</p> <p>It is used for all types of formal assembly: lectures, award ceremonies, annual gathering preparation, celebration of national leaders day, elocution competition, debate competition teacher meets Alumni meets and Student parent meets that type of different programmes are engaged in the auditorium.</p>
Academic Facility		
Laboratory	<p>Annual maintenance contract.</p> <p>Regular servicing and maintenance.</p> <p>Service engineers from manufacturing companies.</p>	<p>Practical batches are prepared so as to give hands on experience to all the students. Practical are conducted in afternoon and evening sessions for maximum utilization of laboratory space.</p>
Library	<p>Subscribing E-database from INFLIBNET N-List yearly.</p> <p>Annual maintenance contracts are done for the software used in the library.</p> <p>Maintaining Proper ventilation, Regular dusting and cleaning, pest control.</p> <p>Furniture and fixtures are repaired.</p>	<p>Library is made partially automated. Computerized issuing & returning, OPAC. Library Advisory Committee, Best Reader Award, Book Exhibition Book Bank Scheme, User Orientation Programme, Content services of Research Journals, Library Information Brochure, Suggestion Box and Feed Back form, Compilation of Research Articles of Faculty, ISBN Services, Institutional Repository these are best practices.</p> <p>Home lending, Reading hall Reference ,News Paper Clipping , Information Display, Notification</p>

		Internet User Awareness , Indexing , Book Bank Services are provided to the readers.
Computers	Maintenance and support, Regular up gradation (Hardware and Software)	Distributed in departments, office, and library and for administrative work as per the requirement. LAN and high speed internet facility with upgraded antivirus.
Sports Facility	Regular maintenance, sports equipment and sport material, with Synthetic surfaces.	For intercollegiate competitions sport material is issued competitions. Use of Gymnasium.
Office	Annual maintenance contracts are done for the software used in the Office for administrative work. Maintained the Admission process with the MKCL software as well as establishment and examination in smoothly.	Office is made partially automated. Computerized T.C., Receipt payment, fees is done so as to save time. Office administration always mediators in between Student, Teachers, staff and Different agencies of Education for to keep proper communication.
Examination	Semester wise university exams regularly conducted.	Examination center has with computer and printer, Xerox facilities with CCTV. For online question paper downloading through the MKCL software.