

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)

Laboratory: The respective departments generally take care of their own laboratories. Faculty members of the concerned department, under the leadership of HOD, monitor its laboratory. Besides, each department has its own supporting staff, mostly fulltime. Each department maintains the stock register of the possessed equipments/instruments etc. Very often they review stock of chemicals/specimens/stationeries. Also, departments regularly keep track on maintenance of the existing equipments/instruments/chemicals/specimens. Accordingly, each department submits the requisition to the Principal. Principal approves the requirement as early as possible and allows departments to arrange for the necessary repair & maintenance as well as procurement of chemicals/specimens/stationeries.

As far as use of departmental assets is concerned, teachers have full access to the assets so that they can help & guide students more efficiently with the help of supporting staff.

Library: The maintenance of library is carried out as per the advice of staff of library under the leadership of the Librarian. An advisory Library Sub-committee often helps the Librarian to maintain library. After discussion with the staff member Librarian places his requirement regarding maintenance to the principal. Accordingly, Principal approves the same after due consideration as soon as possible and allows Librarian to take necessary steps.

For renewal of approved journals/magazines/periodicals Librarian seeks the sanction of the principal after consultation with the concerned department.

Students are provided with two types of facility - they can borrow book (at most for 15 days) as home issue and they can also take the advantage of reading book in the library reading room. Faculty members & other staff avail home issue facility as well as can borrow books for a day.

Computers: Students can use computers marked for them in the library under the supervision of the Librarian & supporting staff. In case of computer laboratory also students can access computers under the supervision of the teachers or supporting

staff of the computer laboratory. Same is the policy for computers which are kept in the departments or in the departmental computer laboratory. For repairing and maintenance of such computers HODs are required to fill up a requisition slip mentioning approximate costs and then have to submit it to the Principal. Depending upon the scale and cost of repairing, the Principal either entrusts "Computer Sub-committee" or respective department or some experts in this regard to arrange for the necessary repairing quickly.

However, the computers which are used in the back office cannot be accessed by the students, though the maintenance policy is same.

Sports Arenas & Equipments: As far as the sports goods are concerned, these are kept under the custody of Department of Physical Education & B.PEd. section. Students can access these sports goods by verbal request. Supporting staff of these two departments issue these goods/equipments to them and students need to deposit the same once the games are over. But when students practice games as part of their syllabus, teachers always supervise that. Since our college has some sports arenas, special focus is kept for their maintenance. Department of Physical Education, B. P. Ed. section, Sports sub-committee and Maintenance Sub-committee closely monitor any such requirement. When need of necessary maintenance arises, it is brought to the notice of the Principal. Again, depending upon the scale and costs of maintenance either necessary tender is sought through Finance Sub-committee or departments or some experts are entrusted to arrange for the required maintenance.

Class Rooms: Students use their class rooms following the routine. Maintenance Sub-committee supervises need of any maintenance either of class rooms or any part of the college building. Anybody who is part of the college can bring to the notice of Maintenance Sub-committee necessary requirement of repairing or maintenance. Usually, this sub-committee requests the Principal to initiate the process of repairing. Then after proper approval, depending upon the scale & costs, Building Sub-committee supervises the work often under the technical guidance of a hired civil engineer, particularly when the scale is huge.