

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)

In order to meet the growing needs of the students and staff of the college, academic and financial provisions are duly made from time to time in accordance with the requirements that are raised ever year.

To ensure that students and faculty Members have access to optimal resources for maximum productivity in the teaching –learning and Evaluation process, the college ensures that adequate resources are provided for reading and research in the college library. The existing collection of books and other resources, including digital resources, are updated and enhanced every year. Additional resources are provided through online portals such as Inlibnet. College is planning to have an exclusive college App for 24X 7 for notes, e-notices and other matters .Heads of departments and members of the faculty can make requests for specific resources for their respective subjects. In addition, the Library Committee oversees the maintenance and enhancement of library resources.

ICT facilities such as Wi-Fi access, documentaries, videos and Power Point Presentation are maintained through the services of one personnel dedicated to this purpose.

General infrastructure in the college, and repairs and maintenance of current equipment and facilities is taken care of by way of Annual Maintenance Contracts which covers housekeeping and Computers.

Students bring their concerns to the attention of their respective Departments and the Principal through the Students' Council which has a meeting with the IQAC from time to time. The requirements of the faculty and the student community are discussed at meetings of bodies such as the GB (Governing Body) IQAC (Internal Quality Assurance Cell) and the CDC (College Development Committee).

Purchase of equipment required for the year is decided upon by the Central Purchase Committee of the society the college however has its own purchase committee which consists of faculty members, the Principal and Accountant, Every Department gives a Budget of requisition at the start of financial year the compiled budget of the college is sent to the Central Purchase Committee of the society for approval and sanction. The Committee meets twice a year to consider available budgets and possible expenses for the year.