

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)

The College has an established system for maintaining and utilizing the physical, academic and support facilities to ensure their effective use.

Head of the Departments (HOD), Teaching Faculties and Lab support staff are given responsibility of maintaining lab equipment's. Time-Table Committee and HOD of concerned department in consultation with Principal decide the allocation of Labs to ensure optimum utilization. Entry of the students in lab is restricted subject to permission of lab in-charge. Written instructions are displayed on the walls of lab and verbal instructions are given by the faculties. Language lab is coordinated by Department of English.

Central Library has open access system for its users. Library Advisory Committee (LAC) takes care for General Development and Administration of the Library. All the PG departments have their own departmental library with fair collection of text and reference books. Online learning resources to students and faculties are being provided through INFLIBNET, PublishingIndia.com and kopykitab.com. Information of new arrivals is circulated through Notice-boards, SSMV AARAMBH APP, Whatsapp Groups of faculties and administrative staff.

In addition to normal working hours, library remains open for extra 02 hours during exam time and for extra 04 hours on Sunday's and general holidays, on demand of students. All the processes of issue and return of books are computerized. Book-Bank facility is available from which 03 meritorious students of each faculty are given extra books for entire year against payment of cost of books to be returned at year end. On return, deposit money is refunded.

Facility of Internet connection is provided in the form of leased Line with speed of 100 MBPS and Broadband with speed of 4 MBPS. All the computers, Laptops etc. are covered under AMC. ICT enabled rooms are also used for special and invited lectures. Information about upcoming events are provided on College Website along with College APP. Entire Campus is completely WiFi enabled.

College has a Swimming Pool and Indoor Sports Complex. A Gymnasium with adequate equipment's and machines for use of students, faculties and administrative staff is available in campus. For games like cricket, football etc., college has MOU with Shri Shankaracharya Technical Campus. Indoor games are organized in College.

The College has ventilated and spacious classrooms with sufficient provisions of fans, tube lights and furniture's suitable for conventional and modern methods of teaching. Allotment of classrooms is performed according to schedule in consultation with Time-Table Committee and Principal. These classroom are also used for University Examinations, Competitive Examinations, Guest Lectures, Trainings, Workshop etc.

Auditorium and Seminar Halls are used for cultural programmes, Seminars, Conferences and for meetings of Staff Council, IQAC, different committees etc. These places are also given to external users on their request by taking care that academic activities of the college are not disturbed.

Central Purchase Committee (CPC) of the Patron Society looks after the procurements of materials. Purchase Committee of College sends compiled list of material required to CPC. CPC makes purchases and sends to college and records are maintained by respective departments.