

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

The college ensures implementation and review of plans, policies and procedures through its well-designed organisation structure which includes Principal, Vice principals, Deans, IQAC and all non –Departmental committees and associations.

A Compendium is prepared by IQAC which lists out the rules and the roles of Associations / Committees / Cells constituted in the College. Quality Manual and Quality Policy are drafted to ensure highest standards of excellence in all spheres of its activity. Quality Management system is followed by internal audits, systematic feedback system.

##### **Academic:**

Faculty undergoes need based training programmes to ensure continuous improvement in their competencies. Departmental annual plans laying down activities, certificate courses, seminars, industrial visits and training for students, are submitted at the beginning of the academic year to IQAC. Syllabus, Minutes of the Board of studies meeting, are all submitted after each departments' Board of studies meeting in each term. Departmental internal and external audits are conducted to ensure quality in teaching –learning. Induction programme for orientation of newly recruited staff as per UGC guidelines is conducted.

**Research:** Under Autonomy, most of the departments have incorporated research component in their UG Curriculum. Adequate laboratories and instrumentation facilities are made available to the students and faculty for regular curricular requirements, training needs and research. Research Committee invites application from departments for their research proposals under various grants. Common notice for PhD applications for all departments is put up .

##### **Laboratory:**

Each department maintains a stock register for the laboratory requirements. Materials purchase registers and stock registers are maintained at the department level. Inspection and stock verification is carried out at the end of each year. Laboratory wastes is segregated in to wet, dry and broken glasswares and is disposed separately. Biomedical wastes from laboratories are collected in different coloured bags and are disposed through an NGO Enviroclave.

##### **Library:**

The library is segregated into open book shelf, journal section, issuing sections, reference section, two reading halls and rare-book section. Departments are allotted funds as per different schemes/grants to order new books/journals each year. Students and faculty are given library cards. Departmental library including departmental registers are maintained by the respective departments. The Library collection is completely computerized and all bibliographic details of books, journals are accessible to the students through the Online Public Access Catalogue (OPAC).

**Infrastructure Maintenance:** Upkeep of equipments, water purifiers, air conditioners is carried out through Annual Maintenance Contracts. Training is provided to support staff in handling of equipments and use of computers. Outsource agency is hired for cleanliness, hygiene and maintenance of infrastructure, gymnasium, classrooms and toilets.

**Sports:** Respective coaches for various sports including Badminton, Boxing, Gymnastics, Chocho, Shooting etc. are responsible for maintenance of sports facilities. A gardener is appointed for maintenance of garden areas.

#### **Information Dissemination System**

The college uses teachers Google Groups, students Google Groups, well updated college website, notice boards, LCD notices, group SMS system to disseminate information.

**Safety Audits** are conducted periodically in Labs and college classrooms, corridors, open areas to ensure safe environment. Surveillance Cameras are installed in the campus for observation.