4.4.2 -Procedures and policies for maintaining and utilizing physical, academic and support facilities -laboratory, library, sports complex, computers, classrooms etc. (information to be available in institutional Website, provide link)

Computer laboratory: Computer laboratory has 27 computers along with Wi-Fi connectivity, printer with scanner photocopier ups power backup. Annual maintenance is done through proper tendering method for the maintenance and upkeep of all the computers in college. Geography laboratory: The geography department has one cartography lab where the Geography practical are held. The lab is maintained by the lab staff. The lab is equipped with computers, a scanner and a printer, as the students work on various computers. Topographical sheets, aerial photographs, weather maps are bought by the department from time to time as per the needs of the students. Basic stationery and paper is also purchased as per the suggestions of the teachers for the practical papers. All these can be issued by the students for their practical work. Lab staff keeps a record for the same. Stock checking takes place one every year. The lab fund of the department is utilized for the purchase of all equipment and stationery as per requirement. The labs also have a separate Wi-Fi internet connection which is used for teaching and practical work. The department also maintains a library comprising of basic text books and some reference books. These are used by both the teachers and students. Science laboratory: The Physics, Chemistry, Zoology and Botany department has 4 labs where the practical are held. The labs are maintained by the lab staff. The labs are equipped with computers, a scanner and a printer, as the students work on various computers. Equipment such as spotting, chemicals, microscope, slides, ammeter, conductor, bought by the department from time to time as per the needs of the students. Basic stationery and paper is also purchased as per the suggestions of the teachers for the practical papers. All these can be issued by the students for their practical work. These are used by both the teachers and students. Library: The College Library is fully automated, which is connected with one server and eleven clients of Local Area Network. This software is assist to Library for their housekeeping operations such as acquisition cataloguing, circulation, serial control, stock verification, etc. For purchasing of books, Library received the recommendation form from the faculty and students, after check their duplicate titles and then placed the order to the vendor. The library has more than Twenty five thousand collection. In addition, 15 Journals /Periodicals (2 in English and 13in Hindi) and 5 Daily Newspapers (2 in English /3 in Hindi) are being subscribed. The library has capacity of 100 seats for readers and has separate section for Audio Visual Collection.