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

The college tries its best to allocate and utilize the available financial grants for maintenance and upkeep of different facilities by organizing regular meetings of different subcommittees constituted for this purpose.

1. **Classrooms:** Building subcommittee of the college plays active role to maintain the infrastructure. After getting requisition from different Departments, Principal forwards the plan of action to the building committee for execution.
2. **Library:** (i) Accounts of visitors (Students, Teachers and Staff) are recorded on daily basis. (ii) Suggestion book is kept inside the reading room for taking feedback. (iii)Library committee meetings are held at regular intervals to implement new rules and regulations. (iv) Journal/Magazine, Daily Newspapers, Employment oriented Newspapers are subscribed on a regular basis. (vi) Students are given awareness about digital database like NLIST (UGCINFONET Digital Library Consortium, INFLIBNET)(vii) Binding of old books are done from time to time.
3. **Geography Laboratory:** (i) Instruments purchased at different times are recorded in a specified book, maintained by the Heads of the departments. (iii) To cope with the newly introduced CBCS syllabus, new instruments are purchased from time to time. (ii) Repairing of the instruments are done by self or technician if and when required. (iii) Instruction manual for performing the practical experiments are provided to the students.
4. **Computers:** Computers with internet connections attached with printers are provided for teaching and non- teaching staff in the college. There is one Computer Room for computer classes for students enrolling for this Class. There are computers for students to access in the Library.

**Sport Complex:** The college does not have a sport complex at present. It hires Govt. Sport complex when and as needed. But the college does provide various sports equipments for students which are well maintained by the Sports Committee, Students Union of the college.