

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

The College has a Development Committee that deliberates each year on the numerous infrastructural and academic needs of the college and allots budget, keeping in view the requirements of all the stakeholders.

Laboratory (including computer laboratories): The College has 12 laboratories attached to various departments, 03 computer labs, 01 Language Lab, 01 Media center/ seminar hall, 02 research lab, 02 micro/biotech lab, 01 botany lab, 01 zoology lab, 01 chemistry lab, 01 geography lab.

Ideal utilization of laboratory resources is ensured by the faculty coordinators, vice principals, and department heads for the whole semester.

Library: each year, the college constitutes a library committee consisting of the Principal as its Chairman, College Librarian as its Secretary, Vice Principals and Coordinators of Arts, Commerce and Science faculties, senior teachers representing various departments. In the meeting of the committee, convened at the beginning of the academic year, the Librarian presents the Annual Library Budget of various departments based on the student ratio for each subject. This committee deliberates on the budgetary allocations, evaluates the previous year's library activities, and proposes new services, acquisition of wherewithal etc., for the current year.

The College Sports Committee that recommends the Physical Director in planning optimum utilization of sports facilities throughout the year. This committee consists of the Principal, Vice principals, Physical Director, and other teachers. Classrooms: The classrooms of the college are spread across the various floors of the building for their optimum utilization.

The Arts and Commerce faculties are run in the morning shift and Science faculty in the afternoon shift. The timetable for classroom teaching is prepared before the commencement of each semester where classroom.