

Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support facilities, Laboratory, Library, Sports Complex, Computers and Classrooms

The college follows systematic procedure in purchasing, maintaining and utilizing the equipment.

1. LABORATORY

(a) Maintenance of Laboratory

- Stock Register is maintained in all departments to enter items regularly.
- Trained lab-assistants are appointed in laboratories
- Internal stock verification is done every year by a committee constituted by the Principal. Follow up action is taken on the committee's recommendations.
- Maintenance of materials is done every year.
- Fire extinguishers are installed and maintained in all laboratories.
- Instruments and equipment are serviced under AMC / per call scheme.

(b) Utilization of Laboratory

- Preparing and following according to lab timetables.
- Theory papers are suitably supplemented with practical papers.

2. COLLEGE LIBRARY

(a) Maintenance of College Library

- Library Functions between 9.00 am and 5 pm on all working days.
- Library Stocks are classified according to subjects such as History, Economics, Commerce, Mathematics, Computer Science, Physics, Chemistry, General, Reference and competitive examination.
- College Library is automated with bar codes and Dewey Decimal Classification method . Library is a member of INFLIBNET –NLIST, SHODHGANGA, E-PGPATHSALA, DOJA .
- Internal stock verification is done regularly
- Books are assigned with numbers and are arranged in their respective subject area.
- Attendance of library has been done using register.
- New Arrivals are displayed in the new arrivals rack
- M.Phil and PhD theses submitted to Library kept in a separate place.
- Old Question papers has been arranged according to the subject and kept for reference in a separate place.

- Library Committee with Principal as chairman and Librarian as Convenor with staff members meets once in a year to offer suggestions
- CDs have been kept properly.
- Binding of damaged books done as and when required.

(b) Utilization of Library

- Useful newspaper clippings and the news items about the college, Job, awards, research has been displayed in the notice board.
- Computer terminals available with Wi-Fi connection for students utilization.
- E- books and E-journals have been searched by the students through INFLIBNET consortium
- Printouts form internet and scanning facility available in the Library.
- Library conducts extension activity for nearby schools student to create awareness on reading habits.
- Uploaded all staff and student details in National Digital Library Website and can access more than 2,09,95,951 books. For Library access bar code is incorporated in Students ID card.

3. SPORTS

Utilization of sport complex

The Indoor stadium and fitness centre enable the students and staff to keep fit.

a. Functioning of Indoor stadium

- 03.00 p.m. to 04.00 p.m. – Girls and women staff
1. The Promising players in Badminton, Table Tennis and Chess players undergo regular practice in indoor stadium.
 2. The outdoor sports facilities are used to hold the MKU inter collegiate Tournaments, District level tournaments and the college annual sports day every year.
 3. Students and staff undergo yoga and meditation practice in the yoga and Meditation Hall.

4. COMPUTER

(a) Maintenance of Computer

- Cloak register is maintained in all computer labs.
- Only branded computers are procured for labs (LENOVO, DELL, HP, *etc.*) with adequate power backup facilities (UPS).
- To provide computers for each student.
- Timetable for practical classes is designed in advance.
- Computer Networks in the campus, both LAN and WAN, are maintained by structured and OFC cabling.
- All computers and air conditioners in the labs are serviced by trained technicians from companies under AMC or Per Call Service mode.
- Fire extinguishers are installed and maintained in all computer laboratories.

(b) Utilization of computer

- Students are given training to learn state of the art and software skills.
- Students are motivated to pursue course in NPTEL, SWAYAM and other online education platforms.

5. CLASSROOMS

(a) Maintenance of Classrooms

- College society building committee performs the building maintenance and the repair works inside the campus.
- All classrooms have adequate furniture, LED lights, fans and multiple electrical points. Repair works, whitewashing and painting of building, replenishment of furniture, blackboard, electrical and plumbing are carried out at every year.

(b) Utilization of Classrooms

- After working hours the classrooms are utilized to conduct department association meetings, competitions and certificate courses for students.