

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*)

(information to be available in institutional Website, provide link)

Answer: All the physical, academic and support facilities available in the college are well maintained and utilized.

· **Laboratories:**

The college has various laboratories in Home Science (3), Computer Science & Applications (3), Physics (2 + 1 dark room) and Chemistry (1). The resources in these laboratories are maintained and utilized as under:

- Laboratories technicians/attendants maintain all the records of the inventory in stock registers under the supervision of the head of the departments of the concerned departments.
- Technicians from the companies are called for the repair, calibration and maintenance of the lab equipment.
- Chemicals are kept safely as per the temperature requirements. Masks are used while using poisonous gases like bromine.
- Nobody can enter the chemistry lab without wearing the laboratory coats.
- Students are divided in different groups so that all the students get enough time to experiment.
- Home science and chemistry laboratories get gas through gas pipelines.

· **Sports:**

The college has a mini-gym and numerous and rich collection of sports equipment.

- All students are allowed to use the sports equipment and fitness equipment in the minigym in their free periods.
- Students also use the college sports track to train themselves for physical efficiency test to enter police and army services.
- Aanganwadi workers and Ch. Ishwar Singh Mahila Shikshan Mahavidyalaya Fatehpur Pundri also use the sports ground of our college for their sports activities.

· **Library:**

- Stock taking is done of all the books on annual basis in May and June.
- Proper account of visitors (both Students and Staff) is maintained.

- CCTV cameras are installed at various places to deter students and others from stealing or damaging college assets and property.
- Before appearing in examination it is mandatory for the students to fill no due forms and get them signed from librarian, sports teachers and laboratories in-charges so that they return all the books and other resources issued to them.
- The college has assigned the duties to maintain and utilize the available facilities in the college to various committees such as for cleanliness, electricity, library, furniture etc.
- All the gadgets, computers, ACs are serviced in the beginning of the session.
- To write off the out of use and damaged equipment head of the departments submit a report before the Principal. If the Principal agrees with the list she presents it before the governing body and seeks their permission.