

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)

◆ **Laboratory:** A meeting between the Principal and science faculty department heads is held, in the beginning of the session.

- To ensure proper functioning of laboratories, respective departments are allotted funds in proportion to the strength of students.
- Departments utilize funds for purchasing new equipment, experimental boards and maintenance of the laboratories.

◆ **Library:**

- College has a Library Sub-Committee which includes Principal as Chairman, Librarian as Secretary and six other members from Science, Arts and Commerce faculty.
- Library Sub-Committee holds a meeting in every session to discuss the policy regarding department wise fund allocation, purchase, services, up gradation of library facilities etc.

◆ **Sports:**

- The sports activities are planned and carried out according to the plan given by the sports department.
- All the activities are organized under the guidance of Director, physical education.
- College team selection trials are organized and teams are formed according to the performance and maximum support is given for them to participate in the tournaments.
- Practice sessions are held for the teams.
- Some of the important facilities provided for students through sports department:
 - Equipments are provided for playing and practice,
 - Students are provided with travelling and other allowances for participating in the tournaments,
 - They are encouraged to participate in selection trials held at University as well as other levels,
 - Sports achievers at every level are honoured by the college.
 - Special coaching camp and internship programmes are organized.
 - Annual summer Sports & Yoga Camp is organized.
 - Annual “Anandwan Sports Olympiad” is organized.
 - National and International sports days are observed every year like 21 June, 29 August etc.
 - University, State and National level sports events are organized.

◆ **Computers:**

- The college administration seeks requirement of computers from each department.
- As per requirement of the departments, it provides computers.

- Maintenance of the computers is carried out by appointing external agencies which take care of installing software, operating systems and other applications on all the computers of the institute.