

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

The institution has policy to provide best infrastructure and facilities in accordance with the courses and programs introduced from time to time for effective teaching and learning. To create new infrastructure, college utilizes the funds provided by the state Government and different funding agencies such as UGC and RUSA. The funds have been utilized to renovate the college buildings, class rooms, laboratories, and library from time to time. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose. College campus has been monitored by the authority regularly. The campus area is 5.44 acres. There are 18 classrooms, 11 laboratories, one seminar hall and one room with LCD facilities. Record of maintenance account is maintained by LA's SLA's and supervised by HODs of the concerned departments. The repairing and maintenance of sophisticated lab equipment's are done by the technicians of concerned owner enterprises. Lab in-charges maintain the stock register by physically verifying the items on regular basis. Department wise annual stock verification is done by committee constituted by principal of the college annually. The Library Advisory Committee headed by the Principal is constituted to look into the smooth and efficient functioning of the Library. It also tackles issues relating to library facilities. There is one librarian and one assistant librarian with supporting staff to help student and teaching faculties in searching and lending books in the library. There are 3305 Textbooks and 4000 reference books, 02 journals and 16 newspapers and 18 magazines in the library. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Member from non teaching staff is deputed for maintenance of sports articles and he works under the guidance of assistant/associate professor in the department of physical education. During the session 2016-17 college participated in various inter-college competitions held at different parts of Himachal Pradesh. College also organizes various inter-college competitions as assigned by Himachal Pradesh University. Annual athletic meet is annual feature of college in each academic session. There are 80 computers and two computer labs in the college. Computer laboratories of BCA department have sufficient number of computers and each Department has appropriate computers according to requirement. Internet facility is available in some area of campus. Computers are repaired and updated as need arises. Regular maintenance of Computer Laboratory equipment's is done by Laboratory Assistant and they are headed by the faculty in-charge. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and others. The college administration is always readily available to fulfil the requirements of the students. The college development funds are utilized properly.



