

**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)**

**1. Library :-** Library play a role of central library in the college. At the beginning of the academic year, library advisory committee meeting is held, discusses about activities, services, needs of library and take decision about the same. Library purchase books as per requirements of college students, teachers and syllabus.

**Library Membership Policy:** After getting college ID by students, library membership form provides and students fill up details on the form and take sign of College Principal then library gives membership card and number to student.

**Issue/Return Policy:** Each student can issue two books at a time. If a student is from T.Y. B.A. / B.Com. demands for more book, library provides one more book to them or If a student got last year best reader award or current year gold card (on the base of last year three merit students from each class) or belongs in B. C. Book Bank Scheme, he/she can issue one more book from library. One book is issued for 8 days and renew 2 times. If the book returns late by students, per day Rs. 01/- is charged.

**Best Practices:**

- Best Reader Award
- Gold Card Scheme
- Book Exhibition
- Celebration of Dr. S. R. Ranganathan birth Anniversary
- Celebration of 'Vachan Prerana Din' on Dr. A. P. J. Abdul Kalam Birth Anniversary
- Essay Competition
- B. C. Book Bank Scheme
- Library Orientation Programme for new admitted students
- Display of Newspaper Cutting

**Reading Room Facility:** Library have reading room facility.

**Opening and Closing:** Library opens on 8.30 A.M. and close on 4.30 P.M. on all working days.

**Cleaning:** Library and reading room is cleaned every day. Naphthalene Balls (Dambar Godi) is kept on each self of books.

**Maintenance:** Library's all materials / equipments maintains properly, when it requires repairing is made. Damaged books also make binding in every year.

**Book Verification:** In the month of May, Book Verification is done. Physically checked all books at the time of book verification.

**2. Computer Lab:** College have Computer lab with good internet facility for students and staff. All computers are updated by Antivirus software. If some time computer do not

work properly or internet problem occurs, that time technical person is called and repaired the problem.

**3. Class Rooms:** At the beginning of the academic year, general meeting is called by Principal to check all class room's fans, bulbs, blackboards Desks and benches and decides if some maintenance / repairing required, it is done properly.

**4. Sport Activities:** At the starting of the Academic year, Coordinator of Sport department calls meeting of sport department committee and discusses on sport activities that will take in whole year. As per University time table, sport department take initiatives and encourage to students to participate in sport games in district, zonal, and university level. College provides playground, sport kits and materials to students.