

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

All infrastructure pertaining to physical, academic and support facilities at Arya Kanya Mahavidyalaya are maintained regularly such that the students, teaching and non-teaching staff can avail maximum benefit out of it.

The Maintenance Committee regulates the maintenance work in the campus from time to time as per requirement. The committee checks and monitors for repair of the support facilities.

The college ensures that the support facilities and all infrastructures are accessible to the students, teachers and staff (all stakeholders). The ramps, for the purpose, are maintained in a timely manner. Classrooms are maintained through the appointment of sweepers through regular and contractual mode. The college seeks advice from the members of the Maintenance Committee, student representatives, and representative of the non-teaching staff for such upkeep. Monitoring of cleanliness of the classrooms and laboratories of the teaching blocks is done collectively.

The lecture halls are equipped with sufficient furniture and basic teaching aids. These are checked for repair on regular basis. Additionally, four lecture rooms are facilitated with projectors to aid the teaching process.

The college campus offers facilities of Canteen, medical room, Gym etc. The functioning of the canteen is looked into by committee constituted of faculty members of the college.

All functions like the Annual Function, Pre-Independence Day and Pre-Republic celebrations, guest lectures and Inter and Intra college competitions are held in the college Auditorium. The Auditorium has a capacity of 500 (approximately). It is equipped with light and sound facility, a digital projector, all of which are maintained by the Maintenance Committee.

The Library and the Administration sections of the college are computerized. The Library is digitized and open after class/ lecture hours. It is equipped with computer terminals and internet facility, reading section and even photocopy facility is available in the library. A regular update on new additions is maintained by the library staff. The library committee oversees the functioning of the library and updating recommendations are made for the books and journals after close scrutiny.

Further, the Heads of different Departments propose requirements for the purchase of items for their laboratories, department's etc. to the Principal. Quotations are then invited, wherever applicable, the lowest quote is opted for the required item or service.

CCTV cameras are installed at various places in the campus and are maintained through outsourcing for which quotations are invited and a service provider with lowest quote is invited for maintenance and upkeep. Electrical equipments such as diesel generator, UPS, AC Units etc are maintained through outsourcing.