

**2023-24**

## **Campus Maintenance and Support**

Procedures and policies for maintaining and utilizing physical, academic and support facilities

4.4.2. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Physical, academic and support facilities are maintained by the respective departments with the help of in-house staff (teaching and non-teaching staff) on daily basis and periodically. Lab in-charge maintains and upgrades the laboratory with necessary equipment to cope with change in curriculum also verifying the dead stock of working/ nonworking/ missing equipment and reports the utilisation of laboratory materials. Libraries (departmental and central) have open access to the students. Central Library committee initiates procurement of books as per the requirement from different departments. Sports coordinator monitors sports facilities and activities and issues equipment to the students as per the schedule of the events. Individual departments as well as office keep track of students' progression through a database. IQAC frames Policy documents like E-governance policy document, Grievance redressal Policy Document, Annual Gender Sensitisation Action Plan, Divyangjan Policy, Code of Conduct etc. and organises activities and awareness programmes for Students and teachers. Career counselling regularly keep our students updated about possibilities in placement. A Girls' Hostel with a capacity of total 250 students is for facilitating out station students. A WBSTC bus plies with students from hostel to college and back. The college has 28 CCTV cameras including 2 in the library. The campus harbors an air quality and noise monitoring sensor with digital display board with the aim to make the students aware of environmental health and pollution.

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