**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 .**

The physical, academic and support facilities in college are well maintained and augmented through well chartered procedures and policies, the optimum utilization of all these facilities to the maximum benefit of students as well as teaching and non-teaching staff lies in the core of constitution of these policies. There are different committees to take care of different facilities.

1. LIBRARY: College has a well-developed library with two sections. One section is utilized for reading lending and borrowing of books, this has reprographic facility. There is a librarian and library committee which seeks suggestions from the teachers for purchase of books through HOD. Library committee completes the physical verification of Library by 31st March of every year and recommends the books for writing off. Library committee also takes care of the maintenance of library by fumigation and anti-termite treatment every year. Second section is dedicated to e library it has 30 computers connected in a Lan to a server. NLIST ID and password is provided to all teachers .Registers are kept in the manual section as well as in e library to record the footfall of students as well as teachers. All PG departments have their own departmental library ILS (Interlibrary services) are well practiced through central library, this helps research scholars of different departments in their interdisciplinary research,

2. LABORATORY: Laboratories are developed and maintained by the respective departments. Equipments are purchased and maintained as per the need of the particular departments. There is a purchase committee which takes care of the purchase related affairs as per the purchase rules provided by DHE and Gross financial rules published by the govt. from time to time. College has separate UG and PG laboratories to address specific demands of UG and PG students, there is an advanced instrumentation Research Lab in the college with sophisticated advanced equipment like IR (Brooker alpha) , UV (Lab India), Microwave Synthesis, Incubation chambers, HPLC, PCR, GELDOC etc. This laboratory is operated under the guidance of a senior professor, certified Laboratory Technician is appointed in the laboratory to operate and maintain equipments. Laboratory provides opportunity to all the research scholars and faculty of the college to work on the sophisticated equipments. Research scholars from outside the college are also permitted to work on the equipments after taking permissions from the competent authority. A register is prepared where all the usages are recorded. Interdepartmental use of Laboratories and classrooms is always permitted and encouraged.

3. COMPUTERS:

College has 2 computer laboratories developed and maintained by department of Computer science and computer application, along with e library and individual computers in the departments. These computer labs are maintained by the self-finance budget of Janabhagidari, and utilized after regular classes for conducting computer based seminars and workshops. These are also used as browsing nodes by non-computer science students also. The computers are periodically checked and updated bythe trained specialized computer technician. Licensed software are used in the computer lab.

SPORTS COMPLEX:

College has Indoor sports complex with facilities for Indoor games like Badminton, Table Tennis and chess, it houses a gymnasium also. Sports committee of the college with sports officer has framed rules to make it accessible to the students and staff of the college. The sports Complex is open during the working hours on week days and during morning hours on weekends.

College has a building committee as well as college development cell which takes care of issues pertaining to minor repair , renovations and even major projects regarding infrastructure are sent to govt. through the cell.