**4.4.2 – 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)**

**Utilisation:**

a) Aimed to fully utilised all physical, academic and support facilities.

b) Weekly routine is designed in such a way that all big and small classrooms are utilised properly

c) Book borrowing and photocopying facilities are available in the main library as well as in the departmental libraries. For utilisation of the books by maximum students books are lent for 7-14 days only. Rare, reference books are allowed for consultation in the library only.

d) For full utilisation of laboratories and computers, students are allowed to use them during breaks between classes, besides normal practical classes

e) Sports complex, NCC office, Students’ Union office remains vibrant for their specific works.

f) Students and faculties are allowed to practise badminton, table tennis and multigym in indoor stadium regularly.

**Maintenance:**

a) Classroom facilities like table and chairs, desks and benches and platforms and boards are repaired as and when necessary. Non-teaching staffs look after their cleanliness.

b) Utmost care is taken for maintaining good health of library books. Fine is imposed lose of borrowed books, present value is recovered from or book is replaced by the borrower. The damaged books are kept in separate racks in a special store room.

c) Laboratories and computer are looked after by support staff under supervision of faculties. Students are also instructed for proper maintenance of the instruments and computers.

d) Departments properly maintain all records of Internal evaluation – question papers, seminar, assignment and practical as well as laboratory materials.

e) Special committees are formed for looking after proper maintenance of Canteen and Hostels.

f) Support facilities such as DCSU office, NCC office, Sports complex are looked after by authorised In-charge.