

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

Physical facilities: The departmental development committee (DDC) headed by the Head looks after the development, maintenance and utilization of the department physical facilities. For maintenance of a clean department environment, grade IV staff are assigned to various duties – cleaning of all rooms, corridors, toilets, compound, etc on regular basis. Skilled workers are hired for repair works relating to department facilities, furniture, etc. The Teaching Faculty with students also cleaning every working Saturday under the clean and green programme and Swachh Bharat mission after class.

Laboratory: The laboratory equipment, specimens, and other necessary things are purchased with the approval of the department development committee and purchase committee as per the requirements of the department. Record of maintenance account is maintained by lab technicians, Lab In-charge and supervised by HODs of the concerned departments. The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises. The computer laboratory offers proficiency programme in information technology. Short term computer courses are organized for students, teaching faculty and staff from time to time.

Library: The requirement and list of books are taken from the concerned teachers and HOD's are involved in the process. The finalized listing of required books is duly accredited and signed through the HOD with seeking advice from of departmental development committee. The suggestion box is also installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure the return of books, 'no dues' from the library is mandatory for students before appearing in examinations. The Departmental Library has a collection of text books, reference books, Doctoral thesis copies and National Journals catering for both PG and Doctoral students, and faculty. The library is opened from 9.30 am to 5 pm and maintained by in-charge (non-Teaching) and will issue 3 books to the students at a time for 10 days and for faculty whenever they needed.

Computers: The department information and communication technology committee (ICTC) is responsible for the maintenance of computers and smooth functioning of the network facilities in the department. They also look into the department up-gradation, procurement of hardware and software and other items related to computers. The Computer Lab with internet facility is opened from 9.30 am to 5 pm for the students and staff. One of the teachers act as in-charge to maintain the functioning

Classrooms: Some lecture rooms are equipped with the specified coaching aids like overhead, projector, LCD projectors etc., to supplement the teaching-studying system. Seminars, workshops, lecture periods also are carried out in these rooms. Class representatives, elected by using the students, are given the responsibility to preserve the classrooms easy. Checking of fans, teaching aids and so on inside the classroom are executed frequently.

Sports (indoor and outdoor): The University has a standard ground including volleyball and basketball courts where outdoors sports activities are held. The University also has an indoor stadium for badminton, table tennis etc. The sports committee of the University is in charge of the sports complex and equipment. The committee supervises the Grounds-men and Grade IV staff assigned for maintenance and repair works. The students are divided into four Houses for competitions and showcase of their talents.