

4.4.2- Procedure and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc. (in 500 words)

The institution is ever alert and responsive to the infrastructural needs of students and staff members and ensures that new infrastructure is created as per the academic growth. Spacious classrooms, IT labs, language lab, smart classrooms, library resources etc are created as per the need and demand of time. Starting in 1945, with the Heritage building, over the years the infrastructure has been developed to include the annexe library building, No-grant building and the latest the Bajaj Bhavan inclusive of excellent facilities and state of art technology to promote congenial academic environment. The college's infrastructure is more than sufficient to take care of the required curricular, co- and extra-curricular activities of over 2500 students enrolled in various courses/departments. There are excellent indoor sports facilities, gymnasium and open courts. We have a canteen for students and staff. After dedicating separate classroom to each section of every course, the spare rooms have been allocated to cells and activity rooms. After the regular teaching as per the time-table is over, the same classrooms are used for value-addition courses. We have collaboration with Dande Hospital for medical emergency issues. Wheel chairs and ramps, sign boards etc are made available for Divyangjans. We have one Boys' hostel which can accommodate 90 students.

Library: We are using Mastersoft Libman (11.0 version) for Integrated Library Management System. Our library has a rich collection of Reference/Text books (2025), e-books (1,50,000) and e-journals (4,500) and regularly subscribes Journals/Magazines (37) and newspapers (28). Library and reference section with computers and access to Wifi remain open for students till 6:00 pm. Arrangements to provide for dedicated computers with internet have been made for accessing N-list/J-Gate consortia services to the faculty and students.

Our Library conducts one-month exclusive training programme for the students of Department of Library and Information Sciences, RTMNU, Nagpur. Every year 3-5 students are benefitted by this arrangement offered by our library. Audio Book Reader and Recorder (ABRAR) system is available for Divyangjan in the library. There is regular stock checking, cleanliness and dusting to preserve the books properly.

IT Infrastructure

Apart from smart-classrooms with audio-video facilities, the college boasts of good IT support with its 5 computer labs and 276 computers. Total 50 MBPS bandwidth is available for its day-to-day internet needs. Optimal utilization of the IT infrastructure is undertaken catering to diverse students. AMCs are signed for the proper upkeep of IT resources.

The college has constituted a special committee for maintenance and upkeep of buildings and equipment. The college Registrar is also assigned the responsibility of looking after the day-to-day maintenance problems. The college has on its panel a set of plumbers, painters, electricians, and carpenters etc. who are called for sundry repairs. For major work involving building construction/renovation/painting etc. quotations are invited and work is assigned to the competent bidder. All buildings and equipment, staff and students are insured. CCTVs are

installed at all strategic points for surveillance. Campus security and house-keeping is outsourced to agency. Solar lights and waste management system are in place.