<u>Procedures and policies for maintaining and utilizing physical, academic and support facilities – Laboratory, Library, sports complex, computers, classrooms, canteen , Seminar room and etc.</u>

The college has well defined procedure and policies for maintaining and utilizing all its physical, academic and support facilities.

- The institution has a fully automated and computerised library furnished with computers, scanners, photo copier machine and Wi Fi internet etc.

- Books issue and return done through computer software. Log in and pass word.

- Computer maintenance is done by the external agencies who take care of installing software operating system and other apps on the computers.

- AMC of the computers includes replacement of faulty hardware. Lab assistant take care of the lab equipment.

- The management authority takes care of all the class rooms, seminar halls, building and girls hostel.

- Students are encouraged to participate sports at state level, university level and inter-collegiate level. Many times they have kept the institution head high.

- All the Extra and co-curricular activities are organised for the students and faculty members help the students .

- College prospectus is printed every year and made available to the students and it covers all rules of discipline and academic conduct.

- Every year all the sports items are revised and reviewed and any such area which requires repairing refurbishment or renovation are then maintained accordingly. Every year new stock is bought for home science and sports things.

- Library is open for the students from 9.00 am to 3.00 pm. Library old books are kept well and damaged books are repaired every year.

- Canteen is kept clean and contract is renewed per year.

- The Home Science lab, Technology lab , Computer lab and Science lab is well equipped.
- All the facilities in the library are looked after by the library staff.

- The 30 KV Kirloskar Generator and RO water purified machine service is done yearly.

- Seminar room is updated every year. Website is also updated.