

## **GOVT RAJMOHINI DEVI GIRLS PG COLLEGE, AMBIKAPUR**

### **4.4.2 PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.**

The infrastructure of the institution is well-maintained so that students and faculty can draw maximum benefit out of them. An optimum budget is allocated yearly for the maintenance and inclusion of infrastructural facilities. Various Committees like the Purchase Committee, Library Committee, Finance Committee and the IQAC ensure that only the needed infrastructure is added on and at every level care is taken to check on the purchase of equipments for the institution. The basic facilities of the Institution include power back up facility, Car parking, Student Common Room for students. Our faculty also extends their contribution by preparing standardized tools from time to time. The stock register (which includes the tools purchased) is updated regularly.

**Physical Sciences Laboratory:** - The glassware, metal, wood equipment are cleaned and checked on from time to time. Chemicals are also kept stock of to ensure the students draw benefit from Chemistry experiments. Physical Instruments are calibrated and checked for their functioning. Stock registers are regularly updated and audited to ensure all equipment and chemicals purchased from time to time are accounted for.

**Biological Sciences Laboratory:** - The Biological Science laboratory is well furnished and adequately equipped with provision for both classroom teaching and practical work. Stock registers are regularly updated as per the requirements. The specimens and exhibits are cleaned and kept in perfect condition.

**Computer Sciences Laboratory:** - This laboratory is also well equipped with internet connectivity and the stock register is maintained.

**College Library:** - The Library occupies a prominent position in the Teacher Education programme. The library is partially automated with Auto library software system. The entire

library is bar-coded. It has an open access system. The Library Committee meets twice a year to discuss and check on the library facilities. Stock taking happens annually.

Classrooms: - Our classrooms are equipped adequately and well furnished with technology supplemented through LCD. Seminars, workshops and community related programmes are conducted in the Seminar Hall.

Support Facilities: - Canteen, Water, Rest Rooms, Medical Check-up, Wi-fi. Hostel Facilities are available for our college students in Post Matrics Hostel Governed by State Govt. Wi-fi connectivity is present. Our institution has adequate power back up and so that the classroom transactions and administrative procedures go unhindered. Vehicle parking facility is available too. The rest rooms are adequate with all facilities including hand-wash, bins for disposal.