The policy and procedure for maintaining and utilizing physical academic and the support faculties.

Physical Facilities: The institution has appointed committee for the overseeing the maintenance of buildings classroom and laboratories. Physical facilities in the institution are maintained annually, required repairs and maintenance are conducted time to time to improve the physical ambience of the campus, several initiatives taken in this regard are \_\_\_\_

Periodic painting, white washing of buildings, maintenance of grounds and plants.

Adequate housekeeping staff for general cleaning.

Maintenance of drinking water filter.

Dust bins at every departments.

The institution has following physical facilities —

Computer Lab: The College has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, library, computer lab and ICT Hall etc. The central computer lab is open to all and also connected through the LAN. The maintenance of computer lab is done annually by giving contract of maintenance to Siddhivinayak Computers.

Home Science Laboratories: Home-Science department consists of two well equipped labs- i.e. Food and Nutrition and second is Textile Lab. All these equipments maintenance is carried out by inviting local repairs.

Language Laboratory: Institute has a well equipped language laboratories in English and Hindi Subject Labs are is maintained regularly.

ICT Hall – ICT Hall of the institution has one LCD projector with 80 persons sitting arrangement in Ac Hall. This hall is fully utilized for ICT teaching, Guest lectures and for seminar, conference, workshop sessions presentations.

Smart Class Room: A smart classroom with digital display board and projector is available in institution. Smart classroom has interactive board with online resources based technology.

Sports Facilities: The institutes have 1.18 Acer area for ground. There are adequate infrastures for this department indoor and outdoor games are played in this department.

Academic and support facilities: The academic support facilities are available in our institution for overall development of students they are library, N.S.S., Competitive exam. Cell etc. The procedure for maintaining these facilities are as the concerned department

conveys their requirement regarding maintenance of equipments to the principal. Principal forwards it to the maintenance committee/ purchases committee. Under the guidance of principal this committee hires services and gets the work done. The Particular bills are paid by the institution.

Library: College has well equipped and computerizes library there are many books and journals are available for students and staff. There is normal deposit for students to use the library. The budget for purchasing books and journals provided by management. There is adequate library staff for keeping library clean and safe.

The Carrere guidance and counseling cell. The Carrere guidance and counseling cell is available for students in our college the cell helps students to participate in various competitive exams. The materials for preparing the competitive exams are available in library.

**National Service Scheme:** The College has two units of National Service Scheme. N.S.S. gives opportunity to serve society especially down trodden and backward people. N.S.S. Department organized regular and special camps regularly.

PRINCIPAL |
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