

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Computers are available for specific use in some departments. The teachers liberally take help of the ICT resources to enrich their prescribed curriculum with the help of internet. The college has adequate computer facility for its faculty. Faculty members are provided with computers with internet browsing facility for preparation of teaching/learning materials in their respective departments. Also Multimedia projectors, OHPs are available within the college for the faculty use. The college also has seminar halls equipped with projectors and are available as and when requested by particular teacher. The college also has a multi media hall. Internet facility and Library is thrown open to faculty members for learning materials. Also the faculty is provided with Audio-Visual aids which facilitate multimedia teaching.

The institution has always been placing the students at the centre of the teaching learning process. The vision and the mission of the institution have always been to provide holistic knowledge to its students. Keeping the students’ learning at the centre of everything, the college understands that the teachers have to be reoriented from time to time. The times have changed. So has changed the way of imparting the knowledge. Use of technology has become very vital in imparting quality based education. The institution encourages the staff to undergo training on the computer-aided teaching and training. The college also has been conducting week-long sessions, in tune with the orientation courses, for the college faculty on the use of computers. The computer department also organizes training sessions on the use of Internet for learning resources. Well equipped computer Labs, LCD and OHPs are available to the faculty for computer aided teaching. The computer faculty is always available for any need based assistance in the use of ICT.

Regular maintenance activities are carried out in both buildings and department laboratories. Annual stock verification is carryout every semester to upgrade the laboratories and facilities. According to the curriculum, the laboratories are updated every

semester. Depends upon the manufacturer recommendation, the equipments are serviced at periodic interval to keep the sensitive calibration.

As and when required, the institution takes up calibration and other servicing measures for the equipment/instruments through suppliers and service personnel periodically and in some cases through annual maintenance services. The departments maintain the complete records of such services.

Necessary precautions are taken depending on the equipment before installing them.

- Stock registers and service requests are maintained in corresponding registers.
- Water supply provision is made near needed equipments/lab and 24 hour water supply is ensured.
- Periodic maintenance and calibration of the equipment from suppliers, is made on demand.