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)

 Our college has established systems and procedures for the usage and maintenance of the various physical, academic and support facilities available in the institution. Different committees, faculty members of the Non – teaching staff, work in close co-ordination with the college administration to ensure optimum utilization of the college.

The system and procedure employed can be explained as follows:

1 The Time-Table committee ensures the proper distribution of workload to the faculty of all courses, time management is thereby employed to ensure a break in between, to teachers for preparation between lectures. All the classrooms, seminar halls and laboratories are utilized in an optimum way. The time table is designed in such a manner that all the subjects have equal opportunity for their academic and extracurricular activities. Classroom scheduling enables students to attend class and prepare the schedule accordingly, thus developing discipline and productivity.

2 The schedule for laboratory is decided by the time table committee with active involvement of the heads of the various departments. It ensures the smooth functioning of particles in laboratories without clashes in schedules, thus meeting the principles of time tabling.

The committee thus shoulders the responsibility of preparation of time table, subject wise allotment, assigning classrooms and labs, common resources usage and departments specific requirement i.e. specific rooms for core and optional subjects rescheduling the hours in case of clashes or on request of particular teachers with the consensus of other faculties the committee displays the time table on the notice board for information of both the teachers as well as the students, separately.

3 The space for the office administration staff has been determined in accordance with the requirements. The office administrative staff and their support staff have been allotted rooms, furnished and equipped, in an orderly manner that ensures the smooth functioning of the day today work of the college. The principal of the college, with the assistance of the office superintendent allocate the required space for individuals in the administrative staff. For any renovation and further requirements, inputs are taken from the administrative staff and executed by the college with permission from the N V Society.

4. The sports department of N V Degree College has been instrumental in developing the physical health and mental faculties of the student as well as the staff. The sports facilities is present in the campus are used mainly for the sports training for students competitions at the college, inter college, university and zonal levels, for students and the college premises is under CCTV surveillance. As a challenge to ensure safety both internally and externally CCTV cameras have been installed in the classrooms, office room, library and laboratories the passages and the outer space. Fire extinguishers shares have been installed in all the laboratories, to handle emergencies. The NSS officer and students of this cell work endlessly for the cleanliness and beautification of the campus. The college gardener ensures safety and neatness of the garden and the beauty of the plants and trees. Watering and feeding the plants, trimming the shrubs, cleaning the weeds and making the garden litter free is the responsibility of the gardener. A team of dedicated staff looks after the dusting, sweeping, passages, class rooms, mopping floors, cleaning the doors, windows, furniture, equipment and appliances. A constant purified water supply is maintained ensure that the student and staff get to access healthy and pure drinking water.

As a safe environment initiatives, the college has installed solar lamps in selected places on the premise. It has taken up a no-plastic drive and the staff is working to sensitize the students about the issue. The college is working constantly, to inculcate the habit of switching off mobiles in a bid to decrease pollution. Adequate arrangements and all around efforts have been made for the maintenance of the college infrastructure.

For the annual competitions for staff. The members of the teaching and non teaching staff has access to various indoor and outdoor sports for recreation. The sports incharge handle the complete functioning of the sport department. Announcements regarding the department are made on the notice boards, on the premises, accordingly.

5. The college owned equipments such as computers, LCD projectors, printers etc are monitored by our computer technicians and electricians. The computer laboratory and the English language lab are used for online tests during placement drives and workshops for encouraging the use of ICT. The IT infrastructure and the electric fittings and appliances are maintained by the computers technicians.

6. The college library is the best source for students and staff to broaden their horizon of knowledge and to develop their mental personality. The librarian carries out various tasks including cataloguing books, determining budgets, assisting students and staff in their search for the right books and issue them. The support staff co-ordinates the works with the librarian. Besides the academic books, various journals, periodicals and electronic resources are also available in the library reading room for the students and staff members. The books in the library are procured by inviting quotations by the management. The disposal of all old newspapers from the library is maintained in the dead stock register.

4.4.2 Procedures and policies