

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)

Procedures and Policies : A library committee is set up to ensure smooth functioning of the library. The Principal of the college is the exofficio chairman of the committee while the librarian is the exofficio secretary. Three members from among the teachers of different subjects are taken up on this committee of five. If the students council is constituted in the college, one member from it is taken up as its representative. The committee meets twice a year and the first meeting is generally held between July 10 and 17 at the start of the session and the second between January 10 and 17 at the end of the session. The resolutions are recorded in details in the record book of the library committee. Laboratory practical's are carried out at every stage of scheduled practical session. Guest lecture and workshops are also carried out at their respective schedule.

Physical ,academic facilities : The college library provides several computerized library services. In order to avail maximum benefit of these services. the college library provides various types of library services. The following services are provided by the library.

Computerized servicesOPAC,N Computing with six Computers, free internet facility for students, computerization of all housekeeping functions, dissemination of information by controlled unit of wifi ,ebooks and e encyclopedias, Proquest online Consortia of journals, Circulation of valuable information by emails, Display of new arrivals on display screen etc.

Users oriented servicesFull Text Journal Service Indexed Database, Reprographic Service, Library Orientation and Information Literacy Programme, Current Awareness Service,, Ready Reference Service, Selective Dissemination of Information, Book Deposit Scheme, Book Reservation facility Library Facility During Vacation and Holidays

Extension Activities Book Exhibition, Article Analysis Competition, Best Reader Award, Library services to Alumni etc

Physical facilities There is separate seating arrangement for male and female students of the college at the reading room of the library. Providing ample light and air, this reading room offers eight newspapers, two employment newsletters, four weeklies, journals concerning competitive exams and career guidance, 25 subject journals and magazines to the readers at the reading room. In order to enable students have references from back volumes, periodicals of a particular period are stored in one folder. Students are also provided the books they want, paper sets and syllabus.

There is an updated computer lab in the library, where there are seven computers having N computing and internet facility.. It is made available to the students doing projects for their seminars and workshops.