

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution provides its stakeholders opportunity to access and use physical, academic and support facilities. Maintenance, cleaning and general maintenance of classrooms and other physical spaces are done by dedicated staff and requirement for the same are reported to the chairman of the IQAC through concerned departments.

To avail and utilise special physical Facility/infrastructure like seminar halls, conference halls, a request cum proposal is placed to the Principal, through the Administrative Office. On approval, the same is allotted to the concerned agency as per the policy in vogue.

List of new books requested by the Department Faculty members is submitted to the Principal. Once approved, the list is forwarded to the Library-in-charge, for further submission to the Purchase Committee. The use of library and its facilities is governed by the rules of the Library. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the college.

Laboratories in various departments are directly under the custodianship of respective departmental heads or senior faculties. Lab maintenance staff is responsible for regular maintenance of facilities. Rules and regulations to utilize them are displayed at prominent places in the laboratories and also explained to students by the teachers.

The use of sports facilities and training of studentstakes place in the sports complex under the supervision of the teacher in charge of sports and coaches ensuring efficient utilization of sports infrastructure.

Attested
[Signature]
05.07.22

Principal
J N COLLEGE
Madhubani