

**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)**

The college has a robust mechanism for the upkeep and management of its infrastructure and facilities. An estate manager oversees all maintenance activities and liaises with the PWD for management, maintenance and repair of all physical infrastructure. The college has its own staff of gardeners to take care of all horticultural spaces in the campus. The library is digitised and all books are managed using bar codes and an online inventory catalogue for the tracking available books and reserving them is available for all. The computer labs have their own lab staff and teacher supervisors who keep a check on the facility and its usage. Any intentional or unintentional damage caused by the students is taken strictly by the College Authorities and the students are required to make good all intentional damage caused by them. The Campus Code of Conduct sensitises the students towards taking care of the college and its infrastructure. The college strongly believes in the importance of conserving and managing the excellent infrastructure it has for the benefit of the current and future students and staff members.