

## **Procedures and Policies for maintaining and utilizing physical, academic and support facilities - Laboratory, Library, Sports Complex, Computers, Classrooms**

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. Response: Proper maintenance and utilization of physical, academic and support facilities are augmented and maintained through various committees like Construction Committee, Purchase Committee, and Library Committee, etc. formed every year by the members of the Teachers' Unit. The Construction Committee looks after the maintenance, repair, water supply, power supply and construction work related to the building etc.

### **Maintenance of library:**

Library is a sacred place where the learners can acquire and enlighten themselves by gathering vast knowledge. There is a Library Committee formed by the principal. The principal is the chairman and the librarian is the secretary of this committee and the other members are selected by the principal. The Library Committee which is responsible for making necessary purchase books as per recommendations received from the teaching departments of the college. The committee works towards improving the overall library infrastructural facilities, services, and activities and resources to make it user friendly. Library has sufficient space for reading facilities for teachers and students. Now, digitalization library work is undergoing with the help of library teams.

### **Laboratory:**

The College has an Education and Geography department with laboratory facilities and the Laboratory facilities are made accessible to all the students of the concerned departments.


### **Classrooms:**

The institution provides classroom which is spacious, well-lit, for the students. The college authorities pay great attention to maintaining the classroom and ensure uninterrupted teaching-learning activities. There are a total number of 18 classrooms, 1 Lecture Hall, 1 Seminar Hall and Auditorium Hall cum examination in the college. The time table for classrooms is prepared by the routine committee before the commencement of the semester where classroom-wise schedule is clearly stated. The Institution takes initiative to train faculties to cope up with use of ICT in the class room. Today, the computer has become a part and parcel in every walk of life; hence its requirement is felt in every institution. The College has sufficient numbers of computers which are used in offices, various departments

and in the computer laboratory. The students can access them in the Computer laboratory at the time of computer practical classes.

**Sports:**

The Games and Sports section in the institution is being looked after by the Sports Committee. The committee is responsible for maintenance and up gradation of sports infrastructure facilities of the college. There is also an in-charge of games and sports selected by the principal among the teachers. The games and sports secretary is also help to maintain the infrastructure and activities of the games and sports. All the sports materials and equipment are stored in a sports storeroom under the supervision of the teacher. The teacher maintains the games and sports register with good care. The faculty keeps a record of all the sports equipment available in the college. At present, the college has an Indoor Stadium, a Shooting Range and a playground for Outdoor games. But, during the financial year 2016-17, the college has received 60.09 lakh grants from UGC for construction of Outdoor Stadium with running track measuring 22196 sqm of area of playground. The Outdoor Stadium has 3 numbers of gallery and 606 m boundary wall. Now, Outdoor Stadium has provided sufficient basic need of students for their performing games and sports activities.

  
PRINCIPAL  
SANKARDEV MAHAVIDYALAYA  
PATHALIPAHAR, LAKHIMPUR