

**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)**

Adarsh College provides various resources and follows various policies for the utilization and maintenance of all academic and support facilities. Our infrastructure includes 'L' shaped, G+2 storeyed building, consisting of 19 spacious class rooms of around 1000 square feet each, Computer Laboratory with internet connection, Language Lab, spacious library having collection of 27000+ books with Reading Room facility having capacity of 80 students each for Girls and Boys. The Smart Class room adds value to the delivery mechanism as modern Teaching method.

**The Computer Lab** has a facility of AC. It is used by students and teaching staff. It is also used for OSM evaluation for university examination.

It is maintained by in charge of Computer lab. He looks after the lab and maintains records of students utilising it. The repairing and maintaining the computers is done by technician who visits regularly. The computers and printers / computer soft wares are under AMC and password protected. The licensed soft wares and security system ensure authentic use. The checks are monitored vide CGC meeting reporting and necessary interference if any required for improvement in the situation.

For all work related Computer including software maintenance office Automation, online admission and students data base, Electronic, repairs and maintenance

**The classrooms** are well equipped with boards, lights facilities. If the students are having any complaints regarding classroom facilities they discuss it with the class guardians. Class guardian report the matter to the principal for further action. The maintenance and cleaning of Classrooms, computer lab is done with the help of non-teaching staff. Electrical and plumbing work is done by local experts.

Maintenance of Xerox machines and copier is done by suppliers.

**Library** The library has separate reading room for boys and girls with capacity to accommodate more than 100 students each. We have collection of rare books in the subject of History, Economics etc. Our library runs a separate blog for knowledge sharing. Library is partially computerized using library software. The requirement and list of books is taken from concerned departments, final approval is taken from principal. The library staff looks after the maintenance of books and other equipment of library. To ensure return of books 'no due' is mandatory before getting the results.

**Sports** Spacious Play Ground for Sports activities with indoor gymkhana including Table Tennis Academy at the College Building gives opportunity to the students for keeping themselves fit and fine. A sport in charge looks after the maintenance of Gymkhana.