**Procedures adopted by the institution for utilization and maintenance of facilities**

 **2021-2022**

**Classrooms**: Classrooms are the primary learning spaces equipped with furniture. Cleanliness and maintenance are done on a regular basis.

**CCTVs**: CCTVs are mounted along the corridors which leave no uncaptured areas and ensure safety and security of students, teachers, staff and equipment.

**The printer/photocopying and cyclostyling** **machine**.The printer/photocopying and cyclostyling machine are maintained under an Annual Maintenance Contract (AMC)

**ICT laboratory** :In case of the ICT laboratory, the systems administrator and the lab assistant provide in-house technical support.

**The library team**: The library team ensures purchase and dispensation of books, periodicals, journals, encyclopedia and other materials. The library staffs engage in stock verification at the end of the year

**Library facilities**-The library is well equipped with reference books, journals and periodicals. The scope of the collection reflects the commitment to advanced study in education and its various dimensions. The students are provided the question papers of previous years in the website and also hard copies are maintained in the library.. Students when facing difficulty approach the library staff for assistance. **Computer Lab-**The College has a well-equipped Computer Laboratory. The students are motivated to conceptualize and develop ICT related instructional material for the enrichment of their teaching.

**Sports**:-. A sports committee is constituted every year, consisting of students as well as Faculty. sports equipment is issued to the students by depositing their student ID whenever they got free time.