

4.4.2 Procedures and policies for maintaining and utilizing physical , academic and support facilities- laboratory, library, sports complex, computers, classrooms

Classrooms:

- Construction of 2nd, 3rd, 4th and 5th floors of the 6th bay of college building has been completed this year with the grants from RUSA 2.0.
- Eight new class rooms are added due to this construction work under the financial support from RUSA 2.0

Laboratory :

- There are nine laboratories in the college utilized & maintained by Botany(1), Chemistry(1), Geography(2), Journalism(1), Physiology(1), Psychology(1), Zoology (2)Departments.
- New equipment is purchased for Botany, Geography, Physiology, Psychology and Zoology departments from RUSA and also from the college fund.
- The purchase for the laboratories are entirely done through tenders in the college website or through e-tenders. Purchase Committee of the College and Project Monitoring Unit and Tender Committee of RUSA 2.0, supervise the purchase procedure.

Library:

- Library has a committee constituted of Principal, Librarian & all the Heads of the Departments.
- The Library Committee takes an important role regarding decisions for development of the Library.
- The Library has 23,033 books, print journals, newspaper, job-related papers, magazine etc.
- RFID Tagging of books with anti-theft sticker is in progress.
- Our College is the member of Nlist through which we can get access about 6000+ e-journals & 224300 e-books.
- Koha software is used for automation of the library. OPAC facility is available.
- Book grant facility is available for needy students.
- RFID & CCTV is used for ensuring safety and security of the Library.

- Library has a website scgclibrary.in through which user can know about the various facilities available to the library.

Sports :

- The Sports Committee & Gym Instructor of the College is in-charge of the sports.
- The College has a Physical Activity Club. The members of this club engage in Karate & other physical activities.
- Yoga classes are taken by the Gym Instructor.

Computers :

- This year, under the pandemic situation, the teachers are taking virtual classes. For this purpose, G-suite for Education has been introduced for teachers.
- Teachers upload study materials on Cloud Portal for the students' convenience.
- The College Computer & Website Committee works into the maintenance and up-gradation of College website, publication of lectures and other notices of web-site.
- The committee also looks into procurement of hardware and software and other items related to computers.
- There is AMC for the maintenance of computers.

Other facilities:

- Building Committee looks after the maintenance and utilization of the campus.
- Regular cleaning and sanitization of the campus is maintained.
- Leg-pressing sanitizer stands are installed in every floor.
- Aqua-guard & water cooler are provided to supply safe drinking water.
- Up-gradation of college office and electrical facilities of the entire building are done by the PWD under the scheme of The RUSA 2.0 grant.
- Two Sanitary Napkin Vending Machines and three Incinerator Machines for the same are being provided for the welfare of the students.