



Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support facilities

To maintain and utilize physical, academics and support facilities, budget allocated and utilized for Maintenance of all the infrastructure of the College. This is done by holding regular meetings of various committees to ensure optimal allocation and utilization of the available financial resources. To ensure the safety of the students closed circuit television (CCTV) cameras are fixed at vantage points and the monitoring is done at the principals rooms. The laboratories are well maintained with good equipments for the undergraduate, postgraduate and research scholars. The consumable and non consumable items for the laboratories are purchased by concerned teachers with the help of purchase committee. The items purchased are entered item wise in the respective stock registers of the lab or in the office. The Library Advisory Committee with the Principal as the chairperson and librarian as member Secretary along with two faculties tackle all issue relating to the smooth and efficient functioning of the College. The library of the College has text books and journals and also suitable furniture for students to do their reference and reading works. The library is also in possession of some very old and rare books. The library is automated using the software Techlib Software. To Maintain the Library Software AMC is also done. Visitors, Staff and students have to enter their information in entry register maintained by the library. Librarian of the college holds orientation session for proper utilization of Library resources. The Library has book bank facilities for needy and meritorious students. The annual purchase of books and journals are done with the input given by the faculty members. Library is open for students 09:00 A.M to 04:00 P.M. Reading room facilities is open for 247. Sports Yoga is integrated part of curriculum. Periods are allocated in time table for sports and yoga. Students who participate in Inter College and University level competitions regularly practiced in the play fields and gym under the supervision of Physical Education teacher. ICT facilities are provided to all students and faculty members. Computer Lab is well maintained along with internet facility. Information and Technology Committee is responsible for the maintenance of computers and smooth functioning of the network facilities in the college. Periods are allocated in time table for enhancing ICT skills. Computer Lab is open from 09:00 A.M to 3:00 P.M.
[http://www.devsamaj.co.in/LEARNING RESOURCE/Systems & Procedures](http://www.devsamaj.co.in/LEARNING_RESOURCE/Systems_&_Procedures)