

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)

Sovarani Memorial College, Howrah is a co- education rural college in the eastern zone of the country. It has 15 departments of which there are 6 science departments. All science departments have well equipped laboratories. The college has four buildings with 29 class rooms. It also has a large water body and parade ground.

The college authority ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using its own fund and the grants.

Laboratory-

- o Stock Registered is regularly maintained by lab technicians and supervised by HODs of the concerned departments.
- o Regular maintenance of Computer Laboratory equipment's is done.
- o Allotment for requirement for purchase of consumables and other such elements is placed and approved every year by the Finance Sub Committee.
- o The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.
- o The microscopes used for biological experiments are annually cleaned and maintained by the concerned departments.

Library-

- o The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the principal.
 - o Every year in the beginning of session, students are motivated to register themselves in library, Teachers have INFLIBNET accounts.
 - o Students have facility to use OPAC
 - o Library automation software SOUL 2.0 is used in the library.
 - o Students have open access to the racks
 - o Library staff takes regular measure for relocation of books used under the supervision of the two college Librarians.
 - o Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
 - o Once a year appropriate pest control measures are adopted in the library.
-
- o Classrooms-
 - o The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment.

- o The campus cleanliness is maintained by the authority and NSS of the college.
 - o Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms and also regarding water usage
 - o There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.
-
- o Additionally
 - o Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
 - o College campus maintenance is monitored through regular inspection.
 - o Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband Updating of software's is done.