

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

The college ensures maximum allocation and utilization of the financial corpus for maintenance and upkeep of the physical academic and support facilities. Keeping in mind the betterment and the need of students, regular meetings are held to use the grants allotted judiciously. There are number of committees and subcommittees like Library Committee, Sports Committee and the Purchase committee, stock verification Committee etc. that oversee and supervise the utilization and maintenance of the support facilities of the college. The schedule of the utilization of the labs and classrooms are notified through the official time table which is put up on the college website and passed on to individual teachers. Notices regarding the procedures and policies for utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms are issued time to time from the office of the Principal.

##### **Library:**

The library of the College is well stocked and well equipped to fulfil the knowledge and information needs of the readers. It has been using Campus Whiz software for Library automation. In house binding and Xerox service is also provided. It is our whole hearted endeavour to provide right and timely information to the readers from the vast collection and the updated OPAC. The College students can also avail the Internet facility through Wi-Fi. Library also provides access to e-resources through the databases like NLIST, EBSCO Management and J-Gate Social Sciences and Management to our esteemed faculty members and the college students. Library issues Unique Smart ID cum Library Card to all the bonafide students and to all the staff members and the faculty of the college. It also provides back sets of Journals and Magazines, University Syllabi, Old Question papers of University exams.

Data card printer, Information KIOSK has been installed in the library premises. The whole setup of RFID comprising RFID Security Gates, Staff Station, Book Drop Box, RFID KIOSK (Self-check-in and Self-Check-out), RFID Tags, RFID enabled Id cards, RFID Hand held reader have been incorporated in the library solely with the huge financial assistance from RUSA.

**Lal Chand Research Library** caters to the needs of research scholars from India and Abroad. Xerox copies and CDs are provided to the research scholars on demand. A large number of scholars from Japan, Berlin, Belgium, London, Kyoto (Japan), California (USA), Austria and distant parts of India have been visiting this Library in pursuit of their research activities.

The project of digitization of paper manuscripts is fully financed by Indorama under the dynamic leadership of Shri Parkash Lohia who is one of the esteemed presidents of DAVCMC, New Delhi and is a founder and chairman of Indorama Corporation.

The library acquires the reading resources on the recommendations of the teachers, countersigned by the Heads of the Departments and Convener of the Library Committee. Some of the general and reference resources, needed by the library are purchased by the Librarian in consultation with the Library Committee. The various rules and regulations for the usage of Library and its resources are displayed at various places of the Library. Maintenance of books and cataloguing is done efficiently by the library staff. Teachers and students are allowed the liberty of picking a relevant book of significance and request for a sanction and after due perusal, the book is

sanctioned as per the policy of the college. Teachers and students are allowed to use the library and its facilities. Research scholars and teachers have their own Login Id for INFLIBNET. Suggestions are regularly sought from students for the upkeep of the college property and premises.

**Laboratory:** Laboratory Attendants are responsible for maintaining a record of equipment under the supervision of the Head of the Department. Maintenance and upkeep is also done by the technicians. Cleaning of equipments is done at regular intervals and record of consumables is also maintained. Waste disposal of bio degradable chemicals is also carried out responsibly.

**Skill Development Centre:** College has established a separate building named “Swami Dayanand Saraswati Saksham Kendra” as Skill Development Centre exclusively for UGC sponsored B.Voc. and Community College courses with 9 Labs, one IT Lab and Classrooms. Different committees are constituted for the smooth running of skill courses.

**Sports:** The Grounds of the college are an enviable part of the college thanks to the effort of the Support staff who put in tremendous effort to maintain the lushness and fields for games. The Sports equipment, par excellence Shooting Range, The gymnasium Hall, the Badminton Courts etc. are maintained in excellent condition for the recreation of the students as well as for the reputable Sports excellence of the college. The College has synthetic handball court of International Standard constructed under RUSA Infrastructure grant. It is an all-weather court and not dependent on the weather to conduct tournaments. The Sports Committee make their calendar annually which includes various inter departmental tournaments, summer and Winter Camps and the Annual Athletics Meet.

**IT Infrastructure:** The review of IT-infrastructure and knowledge is carried out annually. The rules and regulations for the usage of Labs by the students are clearly displayed in the labs. The Server Room manned by very efficient Staff and look after the Computers of the college. Regular maintenance and visits by professional technicians ensure the smooth functioning of the ICT enabled part of the college. The setup has fire ball which controls the websites. This provides only allowed websites to the stakeholders. With the help of these phones, the work of telephone as well as internet access is done on the single line. CCTV as well as security cameras in campus to keep the students in check and under control.

**Class Rooms:** The College has spacious and well ventilated class rooms. Smart class rooms are integrated with the digital displays, tabs, whiteboards, assistive listening devices, and other audio / visual components that make lectures easier, engaging, and more interactive. Dedicated Staff is given the responsibility to look after the class rooms.

**Central Instrumentation Lab:** DAV College Managing Committee along with the grant of Department of Science and Technology, Government of India has started an Instrumentation Lab in College Campus. Committee has been constituted for the utilization of grant and maintenance of CIL lab.

The maintenance of the cleanliness of the college is partially outsourced to able Contractors who are hired after an interview for the job. They move with an uncanny swiftness when there is filth accumulation with gloved arms, long broomsticks, mops, floor cleaners, disinfectants and an enthusiastic demeanor. Complaints are always followed up with action about dusty desks or sooty fans. Students are also made aware of their responsibility towards college property. The College has a sufficient number of plumbers, electricians, masons and technicians.