

## 4.4.2

Siddharth Arts, Commerce & Science College is committed to provide required and sufficient infrastructural facilities for the smooth conduct of curricular, extracurricular and extension activities on the campus. The policies and procedures of college for maintaining and utilizing physical, academic and support facilities are as follows:

1. To make planning for infrastructural requirements & make effective execution.
2. To collect requirement reports on infrastructural needs, academic facilities, reference books, journals from all HODs; coordinators and chairmen of support services like library, NSS, Career Guidance & Career Cell, Life Long & Extension Cell, Cultural department.
3. Allocation of maximum resources for teaching learning environment.

4. Raising funds through various schemes of UGC under General Development Grants, and others that provide financial assistance.
5. The College has purchase committee, Campus Beautification Committee that plan for purchase and maintenance & upkeep of the infrastructure facilities & equipment.
6. All the departments keep stock registers, and maintenance records.
7. Regular cleaning and maintenance is carried act so as to provide effective learning environment to the students. Class rooms are cleaned daily by the nonteaching staff of the college. Regular monitoring of electrical and fixtures is done and repaired immediately.
8. Library : Library is made partially automated. So far maintenance of software is concerned, online help is sought or technician is hired. Regular dusting and cleaning is done by library staff. Pest control is carried out so as to increase the life of valuable resources of library. Reading room facility and

computers are provided with internet facility for the benefit of students and teaching staff.

9. Computers maintenance and support are carried out by system administrators. Regular up gradation is carried out for computers and software. Computers are provided with upgraded antivirus.
10. Regular maintenance is carried out for sports equipment& sport material which is issued to students as per the schedule.