

# DAV CENTENARY COLLEGE, FARIDABAD

## IQAC

### Sub: Support Facilities 2018 - 19

#### Procedures & Policies for Maintenance & Utilization of Academic and Support Facilities

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc. have been explained below:

#### Procedures & Policies for Maintenance & Utilization of Academic and Support facilities

##### **Academic and Support facilities:**

Great care is taken in creating and hosting academic and support facilities for the valued students. The physical facilities including Laboratories, Library, Classrooms and Computers, Sports Complex etc. of high quality are made available for the students those who are admitted in the college. These facilities are upgraded and augmented from time to time.

- **LABORATORIES** The infrastructure includes more than a dozen computer laboratories in the college. These labs catering to the needs of various department are provided with advanced computers which are sufficiently equipped with the latest tools and licensed software packages, connected through LAN and Internet with wi-fi facility Every year new computers are purchased and some old ones are being written off. At present there are 347 computers in the college after some having been written off and a few others been donated. The computer facility has been supported by On-Line Un-interrupted Power Supply (UPS). In addition, our students have the privilege of availing computer facilities in several specialized sections to have a complete training session. Every Lab has a dedicated Lab Instructor. Within this year various software for computer labs have been purchased to the tune of Rs. 2736019. It includes licensed copies of Microsoft, tally, visual studio etc. We also have a separate dedicated language lab in the college in English Department where a number of computers with special applications are installed where students learn by experiencing various audio-visual creations.
- **COMPUTERS** The College has adequate number (347) of the latest configuration computers with internet connections, wi-fi facility, connected through LAN and the utility software's distributed in different locales like office, laboratories, library, departments etc. Software licenses, for example: Quick Heal has been updated on time. Outlived computers are replaced timely and external parties are hired for maintenance and upkeep. The disposal of hardware junk is being handled through external authorised parties.
- **LIBRARY** The College has a spacious library having a very large collection of Text Books, Reference Books, journals, magazines, etc. under various classifications. The library systems have a college owned software on which the library operates. The library is also provided with LAN facility for the computers and they are loaded with the library software having OPAC facility. The college also has facilities like INFLIBNET. A provision of the budget for the library maintenance is made by the college management. The activities like keeping library well sorted and clean are done promptly by

library staff. The library aims at providing access to its printed resources such as books and journals for the use of faculty and students. The library stock is increasing every year. The library is supervised by the librarian. Faculty of the college may recommend the purchase of desired or relevant book to the librarian. Books from vendors on approval will be available in the library from time to time. In addition there are mini libraries maintained at Departmental level where specific needs of students and teachers are met locally.

- **CLASS ROOMS, PROJECT ROOM & AUDITORIUM** The college emphasizes on quality class room teaching including all the basic facilities like fans, lightings etc. Space is sufficiently adequate for each student. They are provided with good condition furniture according to the capacity of the rooms. The corridor and staircase walls are mostly tiled and provide a clean and pleasant ambience. The college infrastructure boasts of an impressive auditorium with a capacity of 2000, all modern gadgets and it caters to conferences and seminars, at both national and international levels. The auditorium light and sound/acoustic facility is up to the mark such that the college has hosted an International Film Festival in the same auditorium in the past. The other facilities include separate girls' common room and medical centre where a fully qualified doctor and a paramedic staff are employed. There are facilities like medicine; one bed for rest and a number of physiotherapy are available. Canteen facilities with proper hygiene and nutrition foods and snacks are made available in separate block for girls and also at common places. Proper sitting arrangement and ambience is also provided in the canteen. The Civil, Electrical and the Plumbing related maintenance is done promptly with the help of local employed skilled persons and the expenditure is done from budget gained by the college from different sources. Every class has its own Class Representative/Mentor as well who co-ordinates about various issues existing in class or with the students.
- **SPORT COMPLEX** The sports department of the college is meritorious and some credit goes to the adequate infrastructure of this department consisting of the Indoor Hall and sports ground which can be used by students and staff. The facility is adequate for sports like Archery, Volley Ball, Badminton, Tae-Kwando, Chess, Kho-Kho etc. The college has separately set up a most modern Shooting Range with separate lines where students are allowed regular practice. A gymnasium facility and equipment are provided in the sports department. Similarly, there is a separate equipped Yoga Centre with a dedicated Yoga instructor and our trained yoga students have brought laurels to the college. A Meditation cum Healing Centre is provided in the college where expert healers visit for training and healing the students and staff true alternative healing practices. These Sports facilities and the other platforms supporting overall development to the students like NSS, NCC is open to the college students. College has its sports in-charge encouraging students for sports. A provision of the budget for the sports equipment and maintenance is made by the college management. College follow the University Sports calendar and has been winning a large number of unprecedented championships in different sports.
- **GARDEN OR HORTICULTURE** The college garden is well maintained by the gardeners appointed by the college. The whole premises is full of lush green lawns, trees, plants and flowers aesthetically planted in various types of attractive flower pots on the ground, on the walls and hanging in the corridors, running in thousands. This not only provides a healthy and pollution free air but also gives a feast to the eyes in the form of scenic beauty. In summer days it even gives a feeling of cooling in the premises. Some plants and trees have been fixed with identification name plates on them. Some plants are of medicinal/ Herbal value. It enhances the beauty of the college premises. The college gardens are also adapted for an installed Water Harvesting System and a fully

operational piped Fire Hydrant System. Apart from this the college has planted 14 more types of medicinal plants during this year such as Bhrami, Aswagandha, Guggal& Miswal etc. In all 160 such plants have been added during this year in a separate location of medicinal plant.