

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)

AUGMENTATION, ENHANCEMENT AND UPGRADATION OF INFRASTRUCTURE FACILITIES:

- The college is endowed with necessary infrastructural facilities required for smooth functioning of the academic programmes. The college ensures continuous upgrading and addition of the infrastructural facilities to keep in pace with new courses introduced and the number of students studying in the college.
- There are college level committees such as Infrastructure Building & Campus Development Committee, Purchase Committee, RUSA Committee, Maintenance Committee, and Library Advisory Committee that plans and ensures availability of adequate infrastructural facilities. They also look after the various aspects of the utilization and maintenance of the physical, academic and support facilities.
- The college plans and ensures that adequate infrastructure facilities are available in par with academic growth. This is carried out on the basis of:
 - The assessment / deficiency report is submitted in the beginning of the academic year by the Infrastructure Committee regarding the availability of infrastructure in relation to the various academic programmes and the strength of students.
 - The college plans well in advance the required physical infrastructural facilities like classrooms, blackboards, benches, provision of ICT facility, books, e-resources, staff etc. for the introduction of new courses or programmes.
 - Requisitions for infrastructural facilities received from departments, staff, and students.
 - Feedbacks (manual/online) are obtained from the parents and students.
- The funds allocated for purchase and upkeep of building, furniture, equipment, computers etc. are from grants received from the non-salary grant received from Government of Goa, Management, UGC additional grant, UGC development grant, fees of self-financed course etc

OPTIMUM UTILIZATION OF EXISTING INFRASTRUCTURAL FACILITY:

A) College Building:

I) Academic Purpose:

- Regular college activities as per the curriculum prescribed by the Goa University for Arts, Commerce and BCA programmes.
- Additionally remedial classes are conducted for below average students and absentee students.
- Certificate/Library Credit Based Programmes/Career oriented courses / Coaching classes are conducted in the afternoon sessions and after regular lectures.
- In order to enhance additional skills in students the college conducts vacation courses during the summer and winter vacations.

II) Other Purposes

The college extends its facilities such as classroom, hall, and playgrounds to hold various activities conducted by other organizations/ institutions. The activities conducted by the organizations/ institutions include:

▪ **Distance education:**

The IGNOU Pilar Study use the infrastructural facilities like classrooms for conducting academic counseling during weekends and examinations in the month of May, June and December.

B) Library:

- **Staff, students and ex-students:** The college library has facilities and services that are provided to staff, students and ex-students of the college.
- **Local community, staff and students of other institutions:** The local community, staff and students of other institutions/colleges/schools are also allowed to access the facilities and services of the college library.

C) Computer Facility:

- **Practicals:** Regular students carry out practical work in IT (FYBA and FYBCom), Computer Systems (SYBA), and in various papers of BCA.
- **Project work and Assignment:** Students of TYBA/ TYBCom/ TYBCA students use computer facility for collecting information for their Project Paper (Compulsory Paper), with all students of BA/BCom/BCA stream avail this facility for preparation of assignments, notes etc.
- **Certificate/Career oriented courses:** The computer lab facility is also made available to the students who have enrolled for certificate/career oriented courses.
- **Internet facility:** The Wifi facility is available in campus. The staff can freely avail this facility as and when required. Students and alumni can freely avail this facility on request during off hours, holidays and in vacations. Students enrolled for distance education can avail this facility during the time allotted for their course and as per the availability.

E) Gymnasium, Indoor Games Facility And Playground:

- The staff, students, ex-students and locals are free to avail this facility.
- Indoor games facility is available to staff, students and alumni for recreation, practices and competitions. This facility is also available to other institutions / organizations.
- Playgrounds are used to conduct practice sessions /competitions for different sports and games for the regular students. It is also used by other institutions to conduct practice sessions/competitions/ exhibitions/ programmes.

MECHANISMS FOR MAINTENANCE AND UPKEEP OF THE INFRASTRUCTURE, FACILITIES AND EQUIPMENTS OF THE COLLEGE:

- Land and building is a rental property of the college, thus the maintenance of the land and building is carried out by the land lord i.e. Society of Pilar.
- The funds allocated for maintenance of building, furniture, equipment, computers etc. are from grants received from the non-salary grant received from Government Of Goa, Management, UGC additional grant, UGC development grant, fees of self-financed course etc..
- Furniture, equipment, and computer maintenance are carried from non-salary grant and other grants such as UGC etc

The infrastructure of the college is well maintained by a unified effort made by the owner of the college premises (Society of Pilar), staff members, students and private/personnel's/ organizations:

Student Initiative:

- The responsibility for upkeep of classrooms is assigned to respective class representatives under points system with each class competing Best Class Award for Impeccable Classroom (Civic Sense).
- The students also maintain cleanliness through N.S.S and NCC units of the college.

Staff Initiative:

- The college has an Infrastructure Building & Campus Development Committee comprising of staff members who supervise and ensures regular maintenance and upkeep of infrastructure.
- The college has appointed computer engineer (Part time), gardener, sweeper security guards and lab attendants for effective maintenance and upkeep of the infrastructure, facilities and equipment of the college.
- Some of the supporting staff appointed by the college is also trained in electrical and plumbing work to meet any immediate emergencies.

Private Personnel/Organizations:

- The college has carpenters, electrician, mason, construction workers, plumber, and painters who are readily available on call.
- In order to extend the life of the infrastructure, painting of the building, repairs and renovation works are under taken on time.
- The college has appointed a computer engineer for periodic maintenance and up gradation of IT infrastructure of the college.
- Annual maintenance contracts are signed by the institutions with firms for maintenance of electrical equipment such as diesel generators, air conditioners, photocopy machines. equipment instruments in computer laboratory, etc. The service engineers from these companies maintain the precision measures for these equipments.

- The college has three phase connection and on most of the working days, there is uninterrupted power supply. The officials of Electricity Department promptly respond to the problems addressed.
- The College has a diesel operated 150 KVA electricity generator, Central UPS, inverter for the computer and language laboratories. Stabilizers are also installed for voltage fluctuations on sensitive equipment.
- Continuous and adequate water supply is available in the college for staff and students in the college premises. The Government Public Works Department ensures regular water supply to the College. In addition to this, the college has a well which caters to its needs. There are also water storage tanks which give constant supply of drinking water and for other purposes. Water purifiers connected to water coolers are installed to provide safe drinking water. Regular cleaning of water tanks is carried out.