

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

**Maintenance of Library:** Khagarijan College has a well equipped Library named Central Library located in adjacent areas of Office Building. The Central Library has two cabins for librarian and assistant librarian and a counter table for office bearer. It has a well equipped study room with a capacity of 50 students at a time and a reading cell for teachers and visitors. The entire database of the library is partially computerized by SOUL Software version no 2.0. The college authority appoints a library committee with librarian as its convener and facility member and office staff as its members. Any type of library decision such as purchasing of books, issuing of library defaulter has been taken as per the decision of library committee. Along with that before purchasing the committee authorizes the departments to submit the list of books required for future purchasing. **Maintenance of Laboratory:** The College has one Laboratory named Psychological Laboratory exclusively for the department of Education. The laboratory consist of no of tools and equipments such as Mirror Drawing apparatus, Human Maze, Tachistoscope , Memory Drum, Punch Board maze, stop watch and models such as Human Ear, Human Brain etc. The Laboratory is maintained by the Department of Education. **Maintenance of Sports facilities:** The Khagarijan College has well equipped sports facilities for the benefit of students and its various stakeholders. It comprises one Indoor stadium. The size of the indoor stadium is 100 fit long and 50 fit breaths. The stadium comprises one Table tennis, Ludo board, Badminton court, carom etc. The College has also a Basket ball ground with flood light facilities in front of the Girls Hostel. Besides that, the College has a compact multi gym with bench press, soldier machine, drum bell, Olympic bar etc. All the facilities are used under the guide dance of a Teacher in charge along with the elected secretary of Games Sports. **Maintenance of IT facilities:** The IT facilities such as Computers, Laptops, Projectors, Sound system , Wi-Fi, LCD Projector and Digital classroom etc. are look after by the Administrative office of the College. Any type of damage, replacement, repairing, and new purchase are done by Administrative office as per the recommendation and requisition of faculty members. **Student Support Welfare:** For student Support and Welfare it has overall committees with faculty members as its in charge. The committees are:- 1. Anti-Ragging Committee 2. Grievance Redressal Committee 3. Sexual Harassment Cell 4. Feedback Committee 5. Career Counseling Cell 6. Health Cell etc. The college has provided tutorial and remedial classes for the weak and needy students. it also mentor the students to imbibe competitive spirits in their mind. The college has best graduate award given to topper of the institution to each sixth semester passed out students.