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

The College building accommodates both the morning and the evening college, so the infrastructural facilities are shared by both. The decisions about construction and enhancement of infrastructure are taken jointly by the joint Establishment and Development Committee of SLC and SLC (E) under the overall supervision of the College Building Committee. The primary focus of the infrastructure policy of the College is to arrange and manage basic infrastructure necessities for the stakeholders for the smooth conduct of classes, cultural activities and academic extension activities. Development Committee forwards the suggestions and demands of the stakeholders to the Building Committee of the Governing Body. The College utilizes the funds/grants it receives from the UGC/ University. In this regard, the College regularly looks into the following matters:

➢ Up-gradation of the outmoded items and existing technology and software.
➢ Providing all the necessary teaching-learning aids for the differently abled students and teachers.
➢ Maintaining the digital functioning of the library space.

➢ The College engages external agencies on contract basis for the services regarding maintenance and upkeep. It invites tenders and maintains complete transparency throughout the process.

The focus always is to address the teaching related infrastructure requirements with urgency such as renovation of all the six labs, class rooms, fully equipped seminar room, library etc. The College has three computer laboratories. SLC boasts of state-of-the-art computer centers equipped with servers, printers, desktops, laptops, LCD projectors and scanners of latest configuration. All the operations in the College library as well as administrative office are automated. The College has also procured the Timetable software that has helped the administration and the faculty to streamline the academic teaching plans of all the departments. The ICT staff of the College timely monitors the functioning of all the equipments installed and used in the classrooms and labs such as projectors, desktops, recorders, CCTV cameras.

➢ The existing infrastructure is gradually and continuously being improved according to the academic and co-curricular needs of the students. There are ramps, pathways and toilet facilities for differently abled students who can easily access the campus. The College utilizes grants as per guidelines received from UGC and University of Delh and also as per College policies. The College:
➢ It has upgraded many facilities like Computer labs with latest software

- With OBC expansion, the College constructed a whole new Porta block to accommodate the students increased.
- There are classrooms with LCD projectors.
- There have been extensive renovations of the buildings, sports facilities, construction of new classrooms, upgradation of labs etc.
- Teachers and students are encouraged to use LCD projectors for their lectures and presentations.
- Library Committee is responsible for the effective functioning of the Library. CCTV cameras have been installed in the Library for overall monitoring & surveillance of the Library.
- Access to E-Resources & E-Journals through DULS
- Computerization and digitization of the Library.
- Classification and cataloguing of books
- Orientation programmes are conducted for the students and faculty
- Procurement and management of library resources for the differently abled students.
- Installation of Suggestion/Feedback box for the users.
- The Library has been divided into two sections: Text book section and Reference section.
- Remote access to E-Resources to users through N-LIST (UGC - INFLIBNET)
- Reading room has been made accommodating and engaging with computers with internet for immediate reference.
- Weeding out of old/tattered books to create space for new ones.