

## **BBK DAV College for Women, Amritsar**

### **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and by using the grants received by the college as per the requirement in the best interest of students.

The college library provides reference service to readers. OPAC, CD ROMS, Book Bank facility and e-resources are made accessible through INFLIBNET. The digital library facilitates the use of e-resources. The stock checking of library is performed every year to check missing and damaged books.

In addition, there is a book bank that caters to the need of the poor and the needy. Visual aids such as multimedia projectors are used for delivering lectures.

For languages too, projectors and smart board is used to make teaching interactive. In the department of home science, laboratory serving machine, draping dummies are used for stitching and display of clothes by the students and staff. The department also conducts summer courses for staff and students. The resources in this department are also used for fund generation.

There are laboratories allotted for several purposes viz. food and nutrition laboratory, clothing and textile laboratory and home management laboratory.

The department of applied arts has a department library, a computer laboratory with twenty computers a projector, a smart board, a publication office and a photography studio with three cameras.

The department of multimedia relies on practical application and sensory feedback. The department provides fully equipped, completely operational, multi-configuration labs consisting of equipment like mixers (video and audio), mics, editing stations, spot/ambient lights and professional level movie and still cameras, optimized and aligned along the syllabus. Systems are available to students as per course requirement. Hardware issues are resolved upon component availability but software issues are resolved immediately. Projectors and Laptops are available to make lectures predominantly demonstrative.

We always purchase branded and good quality computers which are covered under warranty. However, for general troubleshooting we have employed a full-time technician who is also responsible for campus area network.

For the maintenance of computer laboratories, regular repair is ensured, therefore, there are no AMCs allotted for their up keep. However, AMC for college UPS is provided.

The science laboratories are maintained as per the requirements of the prescribed syllabus. Consumable/class room/materials are purchased which include live materials, chemicals and glassware. Non-consumable materials such as scientific instruments are purchased and lab attendants are appointed for each laboratory. A computer laboratory is also available in the department of science.

For maintaining grounds, two ground men have been appointed. Similarly, one peon and one sweeper have been appointed to maintain indoor gymnasium hall. A trainer has been appointed to look after gymnasium.