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

The physical facilities available in college are made available to the students after confirmation of their admission to MSW course. The college is having the physical facilities such as Classrooms, well equipped seminar hall, Computer lab, auditorium, Student’s Room, gym, ground etc. for using physical facilities of the college no extra charges are taken from the student or staff.

Classroom are well-equipped with LCD and Smart TV, the students can use these facilities for their academic purpose such as presentation and social related movies/clips etc. in library the computer with internet facilities are provided for the students. The student can use this facility free of cost. To access the infblibnet facilities, User id and passwords have been generated and given to the staff and students, by using this password and user id students can access the e-journal. All the computers available in the college are connected with LAN facilities. The computers in office and library are having UPS facilities. The college also provides the photocopy facilities to the staff and students.

The maintenance and cleaning of these facilities are done by the non-teaching staff. The campus is cleaned by all the staff members on every Thursday; the efforts are being made to keep the campus clean and plastic free. The greenery in the campus is maintained by the gardener appointed by the college.

The computers with internet fasciitis are provided to the faculty members and made available in library and office of the college. The faculties having research project a laptop facilities is provided. The Faculties are free to use the computer and internet facilities and can get the academic related Xerox copies at no cost. However, the student and staff can use the physical fasciitis within the framework made by the college and approved by the college development committee. All the stake holders have to follow the guidelines about the use of physical facilities and its maintenance.