

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

Acharya & BM Reddy College of Pharmacy has set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of library:

For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee appeals to students, teachers, alumni, guardians to donate books.

Maintenance of the laboratory:

The laboratory equipment, specimens, and other necessary chemicals are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college. The Science students of the college as well as those of five associate schools are taught and trained about the use and maintenance of laboratory items.

Maintenance of the sport facilities:

Students' sport secretary and his/her advisor takes the responsibilities of the maintenances of the sport facilities. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sport secretary and the advisor of the Student of the college. Periodically necessary steps have taken by the authority to develop the sport activities of the students. A pavilion has also been made for the students. Within the campus, so that the students can enjoy the events of sports week, organized in the college. Some of the sports items are kept in boys'/girls' common rooms/ union room and given out for use of students under the monitoring of the Sports cum common room.

Maintenance of Computers and IT facilities:

The office of the principal decides about purchasing necessary IT equipment as per recommendations received from the departments of the colleges and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. There is an ICT cell in the college which looks after the

maintenance of the computers and facilities. Few part-time employees are also entrusted with use and maintenance of these facilities.

Classroom facilities:

The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found the purchase committee are appraised of the requirements. The purchase committee makes the purchases after approval from the Principal. There are projectors in as many as classrooms.

Student support and welfare:

In the college campus, there is a good environment for the benefit and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs. The principal is the chairperson of all sub committees besides the student's members.

The hostel sub- committee looks after the hostel facilities for the borders in the college campus. The girls' hostel in the college campus with girls has a warden, 24hrss security person. The hostel management committee ascertains smooth administrative functioning of the hostels as well as tries to maintain a homely environment for its borders.

Academic Support:

The college is affiliated to RGUHS, Bengaluru. The college has an elaborate academic support mechanism. All the departments follow the syllabus of RGUHS University for the U.G. / P.G. Level. The examination system is very systematic and transparent. The mid semester examinations are conducted by a committee. The committee ensures setting of question papers, evaluation of answer scripts of each department. An examination committee is appointed by the principal in each end semester examination and they are engaged in smooth conduction of examination, sending answer scripts to the respective zones under university, verification of the internal assessment and any other issues related to the examination.

The authority engaged many part time and guest lecturers in addition to the regular teachers for the benefit of the students.

Academic support of the students is also provided by the faculty exchange programme within and outside the college. The remedial classes are also engaged for the students as an academic support.