

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities.

Along with recent constructions, the college is established in the heritage building. Therefore, significant attention is given to optimum utilization of infrastructure and regular maintenance of the same. The college has constituted Infrastructure Development Committee and Campus Maintenance Committee. These committees are looking after maintenance and utilization of physical, academic and support facilities such as administrative office, classrooms, seminar halls, smart classrooms, conference halls, laboratories, library, girls' common room, gym, indoor and outdoor game facilities, Meeting room, parking facilities etc. To ensure optimum utilization of these facilities, the college runs in two sessions i) Morning Sessions (7.30am to 11.30am): Arts Faculty ii) Full Day Session(11.30am to 5.30pm): Science Faculty. The Time-Table committee, while preparing Time-Table, emphasizes uniform and optimum utilization of infrastructure and support services. The College has enriched library facilities with huge number of reference books and research journals and periodicals. Along with separate Stack Section and Daily Accession Section, the library is well equipped with reading room dedicated for Boys and Girls. It is computerized with LMS and internet facilities. The OPAC system is well functioning. The library is made available for all stakeholders from 7.30 am to 5.30 pm. In addition to this, as a new idea the College has digital library entitled "LES Digital Library". It comprises the digital resources such as e-books, e-journals, pdf, videos, e-content, question banks etc to ensure quality in teaching and learning process. Registrar of the college, in consultation with the Principal, allots the common facilities to the departments. Auditorium and the rooms equipped with Audio Visual aids are made available to all departments to organize their programmes. Director of Sports looks after optimum utilization of sports facilities. The College has two Girls Hostels located at Neminathnagar and Rajnemi Campus respectively. The Rector appointed for the purpose is looking after maximum utilization of hostel facilities.

The College has established the Policy and Procedure for maintenance of infrastructure and support facilities. The budgetary provision has been made to incur the expenditure of maintenance of infrastructure and support facilities. The Registrar, the head of Administrative office, maintains the record. Depending upon the nature of the complaints, the majority of them are resolved by the inhouse staff. As per requirements the services of external vendors are hired. Annual Maintenance Contracts have been signed to maintain Electronic Equipments, Xerox machines, Computers, Software implemented for office automation, library management, digital library, Internet services, furnace, ovens, incubators, water purifiers, water coolers etc. The maintenance of the laboratory is managed by the Laboratory Assistant under the supervision of the HOD/Coordinator. They maintain an inventory of the equipment and carry out Annual Stock checking. Repairs and maintenance are handled as per the common policy of the college. Staff is appointed on contract basis for electrification, plumbing, ground maintenance, botanical garden maintenance etc. LES has building committee with Civil Engineer and other necessary experts. Availing this facility, the maintenance of building and furniture is regularly carried out. Stock checking of Library books and other resources is carried out annually.