

BVC follows established procedures for maintenance and utilization of all infrastructural facilities.

Maintenance

- (i) The college buildings are maintained through regular checks and repairs every year. Furniture repairs are generally done during the summer vacation. The maintenance of classrooms, laboratories, including electrical fittings, is done as and when required. This is done on requisition from Heads of Departments/Faculty members who inform the Office Superintendent/ Administrative Assistant for the servicing/repair.
- (ii) The Head of Department proposes the annual budget for maintenance of Departmental infrastructure for the academic year. It is then subject to approval by the finance committee and the College Management.
- (iii) Computers and reprographic facilities are maintained through AMCs. Laboratory equipments are serviced through AMCs annually /as per the need.
- (iv) Laboratory stock registers, library books, furniture, computers and electrical fittings are audited annually by the stock verification committee that consists of both teaching and administrative staff. The Security Officer from the Kendra office of Bharatiya Vidya Bhavan, Sainikpuri oversees the annual laboratory stock checking.
- (v) A write-off committee comprising of the Principal and 2-3 senior staff members is responsible for disposing computers, office/laboratory equipment and library books that cannot be repaired.

B.Utilisation

- (i) Common facilities such as seminar halls and auditorium are utilized by the entire college for academic/extracurricular activities. An Events register is maintained in the office in which all requirements are entered in advance by the concerned Incharge faculty. The Office Superintendent coordinates with the concerned faculty for optimum utilisation of common facilities.
- (ii) The Time-Table Committee looks into the allocation of computer labs for conducting UG and PG practical sessions. There is judicious use of the labs for presentations/seminars during free hours. The Career Guidance and Placement Cell (CGPC) uses seminar halls for conducting placement drives and computer labs to conduct online placement exams. Computers, printers/scanners are also provided to all departments as per the requirements.
- (iii) The Library Committee ensures the upgradation and optimum utilization of library resources.

Purchase of books and journals is done regularly based on requirement. The library is also equipped with computers having internet facility to be used by students for projects and assignments. The library is optimally utilized by students during the scheduled library hour or during their free time.

- (i) The college has good sports facilities for both inter-college and intra-college competitions. The well equipped college gymnasium is used by staff and students either before college hours or after college hours for fitness training and Yoga sessions. The spacious basketball court, soft ball court and football ground are utilized by students for regular practice between 6AM to 8AM and 4PM – 6PM. The Physical Education Department maintains a Sports Attendance Register for students. The department also has facilities for Indoor games availed by students and staff during free hours. The Physical Director allots the football ground and basketball/softball courts to students on a rotation basis, based on entry in the Log Register. Students can avail sports material by entry in an Issue Register maintained by the Physical Education Department.

Hence, institutional resources are maintained appropriately and utilized effectively and judiciously.