

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

St. Stephen's College consistently strives to provide all round and wholesome development for the community comprising students, faculty and non-teaching staff.

The College is situated on a 28-acre campus which has, deliberately, kept the built-up space to only less than 30% of the land bank. A healthy respect for the environment, including green and open spaces, optimal use of the facilities, including sporting facilities are encouraged. In the light of the COVID-19 pandemic efforts are being made to make our digital offerings more robust.

The College has an Estate Office which undertakes regular maintenance, repairs and refurbishing of College infrastructure including buildings and furniture. The Estate Office has separate divisions which cover civil, electrical, and plumbing works. Maintenance is done in a scheduled manner and the College community enters complaints into a register which is used to attend to the complaints promptly. Where applicable and necessary, the College has reinvented the use of spaces to adapt to changing needs and requirements.

Similarly, the Internet Resource Centre and the IT office are turning out to be important co-ordinating centres for both students and faculty during the online instruction period.

A dedicated set of non-teaching staff and a committed set of administrative staff ensure that all facilities are used well for the wholesome development of the College community.