

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

The college has well established system and procedures for optimal utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings and using the grants received by the college as per the requirements.

Laboratory- Record of equipments purchased under various heads is maintained by the HODs of concerned departments. Other measures to maintain laboratories are:

- The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises.
- The microscopes used for biological experiments are annually cleaned and maintained by the concerned departments and record of stock is maintained by the HODs.

Library- The teachers select the reference books from the publishing houses. Free Internet service is provided in the library for the students to help them in their academic pursuits.

- Every year in the beginning of session, orientation regarding the use of e-resources is conducted and students are motivated to register themselves to the INFLIBNET N-List subscribed by the Library to use N-LIST e-resources and are given individual passwords to access the e-resources.
- The Library has the facility of Book-Bank Scheme for the poor and meritorious students, physically challenged students and SC/ST students.
- Feedback regarding the utilization of the services and facilities of the library is taken every year at the end of the academic session. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- Other issues such as weeding out of old titles, allocation of funds for procurement of books are suggested by the library committee.

Sports: The maintenance of Indoor Badminton, Gym, Table tennis and college play ground is monitored by the Physical Director. Under his guidance tournaments are organized. During the academic year 2018-19 the College has bagged the following prizes:

- Students have also won prizes in Inter- Collegiate Ball Badminton Tournament, Volley Ball Tournament, District level Chess, Throw Ball Tournament and other events.

Computers:

There are three computer laboratories. UGC funds are utilized for the establishment of computer centre and additional funds are used to maintain computers in the college. The laboratories are used for curriculum based teaching, conducting certificate courses and training programmes.

The computer and internet facilities have been constantly upgraded to meet the changing requirements of the teaching-learning community of the institution.

Classrooms:

The College has regular follow up mechanism for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other requirements. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments.

- Cleanliness of class rooms is maintained.
- Suggestions and feedback on the need for maintenance and upkeep of classrooms, seminar rooms and faculty rooms are given by the respective academic departments.
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.
- Hired personnel take care of the work related to masonry, plumbing, carpentry electricity, reprographic machine, etc.