

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

Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities equipment of the college:

The institution obtain the necessary requirements of classrooms, laboratories and other infrastructure resources from each Head of department well before the beginning of the academic year. After validation of requirements in IQAC the available resources are allocated to each department. The college has been improving its infrastructure to meets its increasing growth. Additional blocks for academic, Administrative and laboratory purposes are in progress.

The following are the institutional mechanisms for the maintenance :

Laboratories:

- Laboratories are allotted for Practical session based on a timetable.
- Standard Operational Procedures for handling various chemicals, equipment and instruments are to be strictly followed.
- Stock register is maintained and updated regularly.
- Stock verification and inspection has to be carried out by the departments at the end of the or the begging of the year according to departmental policies.
- Old and outdated equipments, chemicals and instruments are discarded by standard procedure.

Library :

- The required books for each subject are collected from every Department each year and the books are procured accordingly to fulfill academic needs, similar policy is adopted for procurement of Journals & e-journals
- Library follows Open Access Facility to PG students every user.
- Library has cyber zone (free internet) for students to access e-contents and to fill the verious online application forms.
- Students are required to carry the Identity card to access and borrow the books for homelending purpose
- Each student is allowed to take a book for seven days period also for reading purpose one book is allowed in reading hall.
- For faculty 30 books are allowed for home lending purpose
- If student fail to return a book in time fine has to be paid by student

- All library work including circulation of books is maintained through Library Management Software which is fully automated.
- Library reading room is open more than 12 hours a day during exam period time is extended.
- Students can access library during a week from morning 8 am to 6 pm except Sunday and holidays.
- Library has subscription to e-journals and e-databases , students avail these facilities
- Old and damaged books are maintained by periodically binding also the research journals are preserved through making a bound volume
- Lost books are recovered through a policy to replace a copy or making a payment of the copy as per library rule.
- Books are verified periodically and missing books are brought before Principal and Library Advisory Committee
- Paste control and termite prevention is made on time to time as per need.

Physical Education department (Sports) :

- Regular maintenance is carried out for gymnasium, sports equipment and sport material from experts in the field.
- A large play ground with 400 mts. running track, Space for outdoor games such as kho-kho, basketball, volleyball, football, *kabaddi* etc. Courts for indoor games such as badminton, table tennis, boxing, judo, wrestling
- The college gymkhana management committee prepares and monitors the annual plan of the sports activities to be organized during the academic year.
- The college encourages students to participate in sports activities by providing adequate infrastructure and facilities required for Basketball, Volleyball, Netball, Handball, Softball, Baseball, Kabaddi, Kho-kho, Boxing, Wrestling, Fencing, Shooting.
- There are separate gymnasia for boys and girls. The college coaches to train the students in various sports. It provides T.A. and D.A., sports hosiery, sports equipments and coaching facilities to the sportspersons.
- It also deputed escorts to support the participants during tournaments. The meritorious sportspersons are honoured with awards, cash prizes, track suites, trophies, and certificates on the occasion of annual sports prize distribution function. The outstanding sportsperson is honoured with the title 'The Best Player of the Year' every academic year.

Computer & infrastructure, facilities and equipment of the college:

- The institute has a separate finance, construction and purchase committee to look after the requirements of the college.
- The institute has deputed a clerk as an 'Estate Manager' to look into the matters related to up gradation, maintenance and repairs on the campus.
- The college has appointed one system administrator to over see the procurement, maintenance, repair and replacement of equipment like Computers, Laptop, Projectors and other domain area of information technology across the institution.
- The college prepares a financial budget and sends it to Local Managing Committee for approval and sanction every financial year.
- The budget submitted to the College Development Committee includes requirements of the departments and proposed activities of the college.
- The work of the entire campus upkeep is assigned on contractual basis.
- A team of sweepers is appointed for the maintenance of sanitation on the college campus.
- A separate team of gardeners is deputed for garden maintenance and campus beautification.
- Department manage by their heads are responsible for maintaining the laboratory equipment for their operational conditions.
- Before the begining of the academic year each department was allocated departmental budget for their new purchase. They identify the agencies to purchase the equipments according to the policy made by purchase committee.

Security :

- As the hostels are in the college campus, they are safe and secure in all respects. However, the college has appointed one chief lady rector assisted by an additional lady rector and assistant lady rector in the girl' hostel. Two rooms in the hostel are reserved for their residence.
- Two night watchmen and two peons are appointed to keep vigilance and to clean the hostel campus respectively.

Housekeeping :

- The college has appointed staff to keep the college campus clean, green and beautiful.
- A separate staff is appointed to clean the toilets. There is a separate electrician, a carpenter and a plumber to look after the concerned work on the college campus.

Class Rooms:

- Classrooms are allotted as per the student strength.
 - Concerned departments are given responsibility for the maintenance of their class rooms.
 - Department Head, informs the central store regarding maintenance and requirement of repairs / cleanliness.
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