

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

Purchase Procedure: The College ensure the availability of latest equipments and up-to-date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipments. First the proposal is submitted and then its evaluation is done by the college office. After the approval of the management the required item is purchased and entered in the stock register. At the end of financial year stock verification is also done by the college office. The same process is done for repair, writing off or repurchase every year.

Laboratory-

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

Library- The requirement and list of books is taken from the concerned departments and Head of departments are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

- The Library has special facility for visually challenged students by setting up two special computers for them.
- Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- The proper account of visitors (students and staff) on daily basis is maintained.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

Sports: Regarding the maintenance of indoor Badminton/ indoor Cricket Pitch/ Basket Ball court / Ball Tennis Court/ on the college sports in charge consult coaches. In their guidance accommodates are arranged. During the session 2019-20 college won third prize in cricket University Inter zone championship. College students also won prizes in Wrestling, Boxing, Football, Cricket, weightlifting in Univ. level sports.

Computers- Centralized computer laboratory established by UGC funds and more funds are used to maintain computers in the college. Computer maintenance through AMC is done regularly and non-repairable systems are disposed off.

Classrooms-The College has a building committee for maintenance and upkeep of infrastructure. At the departmental level, head of departments submit their requirements to the Principal regarding classroom furniture and other. The Management of the college uses the allocated development fund and utilized it for maintenance and minor repair of furniture and other electrical equipments.

- A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame.
- Electrical maintenance unit (EMU) has its own workshop where electrical and computer repair is done without any charges. There are technicians, electrician deputed by management who ensure the maintenance of classrooms and related infrastructure.