

Procedures and policies for maintaining and utilizing physical, academic & support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has robust mechanism for maintenance and utilization of physical, academic and support facilities. There is a systematic procedure for the purchase of equipments and maintenance of infrastructural facilities. The management expedites it through periodical meetings with various committees, Staff and HoDs. The departments and office keeps a record for the available and newly purchased items. The departments submits proposal of the requirements to the college office and it is approved by the principal and governing bodies of the college, followed by invitation of quotations. The same process is done for repair or repurchases. House-keeping staffs were assigned for regular cleaning of classrooms, staff common rooms, seminar halls, laboratories and college gardens. The Nature club periodically monitors the green cover and overall hygiene and cleanliness of the campus. The college is equipped with CCTV cameras, solar lights, fire extinguishers' etc., for the safety and security of the campus. For uninterrupted power supply online UPS, generators and solar power is provided. There is separate lounge for pure drinking water and overhead tanks are cleaned periodically by assigned non-teaching staffs. Civil works like carpentry, masonry, plumbing and electrical maintenance and repair work is done through contract workers. The requirements of repairs and maintenance work are periodically submitted by the stakeholders to the Principal, which are collectively processed at the end of every semester.

Laboratory- The laboratories are maintained by laboratory bearers of respective departments supervised by HODs. Annual maintenance work of lab equipments carried out by the service providers and suppliers, and supervised by HODs and management.

Library- Library committee monitors the overall activities of the central library. The departmental library is monitored by HODs of concerned departments. The requirement of books and other infrastructural facilities are submitted periodically to the Principal for its approval. At the beginning of each session, students are counseled about the library rules and regulations.

Sports- The College has a teacher incharge to monitor the sports activities. The incharge facilitates the required sports equipments in coordination with management of the college. A separate stock register is maintained to keep an account of the sport equipments. The outdoor sports infrastructures are maintained by assigned non-teaching staffs and synthetic volleyball cum badminton court by the supplier concerned.

Computers- The College has adequate number of computers and other accessories in the computer centre, departments, office and library. The purchase and maintenance are monitored by the administration and repair works are carried out through assigned assigned service provider farms and suppliers. The online UPS, generators, internet connectivity and biometric services are maintained by the administration through external service providers.

Classrooms and seminar hall-The classrooms and seminar hall are maintained by the assigned non-teaching staff. The requirements for any classroom furniture's, blackboards etc. are monitored by the administration. The smart class rooms and digital boards are maintained through assigned service providers and suppliers. Students are sensitized at the commencement of semester courses regarding cleanliness and judicious use of electricity and other resources of the classrooms.