

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

The College ensures the optimal allocation and utilization of the funds for maintenance of infrastructure and purchase of new equipment.

1) Procedures and policies for Purchase new equipment

First of all proposals are sought from all the departments for the purchase of new equipment. The proposal for the same is submitted to the College. As per the provision of the budget the Purchase Committee of the College reviews the proposal, which is further approved by the Principal. The quotations are invited and the equipment is purchased from the vendor with the lowest quote (as per Govt. of India). The record of the equipment is maintained in the stock register. At the end of the financial year, the College carries out an Internal Financial Audit.

2) Procedures and policies for maintenance of equipment

Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories. The Computer Desktops, Xerox Machine, Generator, and water purifier are maintained through the AMC with the respective companies.

3) Procedures and policies for right off equipment

There is a right off committee to right off items (equipment) that are completely damaged and the items right off by this committee are recorded in the dead stock register. Also the entry of that item from the stock register is reduced.

4) Procedures and policies for the security of the College

The security of the College is maintained by the watchman. A number of CCTV cameras have been installed to monitor the infrastructure.

Procedures and policies for various functions:

College Staff Council constituted various committees for organizes various functions. The various functions of the College are carried out by the committees.

Classrooms:

- Class rooms Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. Class rooms are cleaned daily by thenon- teaching staff of the college.

- .The College utilizes the classrooms located in the buildings for conducting lectures and other academic activities such as group discussions, presentations, seminars, workshops.
- Practical batches are prepared so as to give hands on experience to all the students. Practical are taken in batches for maximum utilization of laboratory space.
- The garden is maintained by Garden committee.

Library-

Library provides membership to each students and staff of the college. Every student and staff of the college has to register for access the library as well as get the I-card. Students are issued one book on their account for one week; staff can be issued books for one year. Library also provides services to the external students or year drop out students, Ex-students on minimal fees. Library is partially automated by using 'Library Management Software' (Lib Soft) Version 4.5. Detail information is given on the website. The upkeep of library is done by the staff of library and library committee.

Regular dusting and cleaning is done by using vacuum cleaner. Pest control is carried out so as to increase the life of valuables resources of library. Furniture and fixtures are repaired as per the requirement centrally.

Computer Laboratory:

The College has a Computer Laboratory, which mainly cater to the academic needs of the students from both aided and unaided sections. Solar plant present in college campus. Regular monitoring of electrical and fixtures is done and repaired immediately

Computers: The College has 34Computers

Computers installed in computer laboratory, library, College office, and the cabins of Principal, Geography Lab. B. Voc. Lab. etc. These machines are maintained by the Hardware Support Team appointed by the college. All these machines are optimally utilized for academic, administrative and examination related work.

Sports:

The College has a play grounds for the sports of Kabaddi, Khokho, Cricket, Basket Ball and Volley Ball. The grounds are utilized during the various sports festivals organized by the College. The College has well equipped facilities for indoor games like chess, carom, and table tennis and also for weight-lifting. The equipment required for these sports are maintained by way of inviting the technicians on call basis.



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Principal
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