

Procedures and Policies

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

- The physical facilities including laboratories, classrooms and computers etc are made available for the students those who are admitted in the college. Laboratory expenses are charged at the time of admission as suggested by the statutory body.
- The classrooms, boards and furniture facilities are utilized regularly by the students but sometimes they are also made available for the other governmental organizations for conducting recruitment exams if not in use for the said period.
- The maintenance and the cleaning of the classrooms, laboratories, and campus are done by the non teaching staff and in case of repairs etc college goes for the maintenance contract with local skilled persons.
- There is a college administrative officer who regularly monitors and supervises the infrastructure to ensure its upkeep repair and other maintenance. The institution gives contract to the local contractor to provide the mentioned services. The college garden is maintained by the trained gardener appointed by the institution.
- The library maintenance is looked after by the library staffs which include the cleaning, monitoring library stock, maintaining rare books, collection and issue of library books, issuing library cards. The library committee consists of one teaching staff represented from all the departments and monitors all the purchase.
- Similarly playground and sports complex with indoor games hall facilities are used by students and staff. The ground is also utilized by governmental and non governmental authorities ,university authorities to conduct district level or zonal sports events .The cost of maintenance like electricity, water are borne by the institution.
- The maintenance of computers and internet facility is done by the service providers. The computers of library, office, departments and computer labs are connected through LAN and except office other places are open for utilization for staff& students.
- We have round the clock security in the campus.
- For updating of the infrastructure facilities in the institution there is a systematic procedure for the purchase of all sorts of latest equipments. As per the policy of the institution first a proposal is submitted by the department heads about the required items and its evaluation is done by the college office .It must get the approval by the principal and then the quotations are invited. After the approval of the management the budget is sanctioned and the items are purchased .A stock register

is maintained for the equipments and its verification is done by the college office at the end of the financial year .The same process is done for undertaking repairs and other maintenance issues.

- The codes of conduct for the labs, class rooms, campus, library, sports complex are framed as a policy matter and procedurally they are intimated to students after the enrolment. Violation of any code by the student is strictly monitored and suitable penal actions are taken against such violations to ensure the discipline.
- Besides the cleaning and up keeping done regularly by the D group staff appointed by the management to maintain the green and clean campus the teachers and students participate in clean campus drive once in a month and help to keep the campus a plastic free zone.