

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

Construction, maintenance and repairing of academic buildings, library, classrooms, electrical appliances and other physical infrastructure of College are done by the various committees formed. The work related to construction/maintenance of building has to be approved by the College Management Committee. Then the work is done under the supervision of respective committee/s.

The procedures and policies for utilizing various facilities vary in different extents. The classrooms are of two categories, viz. departmental and common. The former types are exclusively meant for holding respective classes of the department, while the latter category is shared by many departments as per the central class routine. These rooms are also used exclusively during the examination time, as decided by the examination committees appointed.

The library has a spacious and well equipped modern reading room and separate reading corner for Teachers. Newspapers and Periodicals are displayed in the reading room. Journals, magazines, periodicals and reference books are issued for the reading room only. The college library has a very good collection of reference books, encyclopaedia, dictionary, bound periodicals, record books. The College library remains open in all working days from 9.30am – 4:00pm. Any student can borrow the book from library between 11:00am- 3:00 pm, while the return time for books is between 10.00 am- 11.00 am. Library membership is given to all students, Teachers, and other staff of the college only. Library cards are issued to the student to borrow library books. A student can borrow maximum two Books at a time. The books are issue to the students for 15 days only. After that they can renew for 15 days again. Proper uniform is mandatory to enter in the library or in the Reading room.

The computers in the different academic departments are used by the academic staff for different purposes like administrative and academic purpose for preparation of field reports, accessing web resources, e learning resources, practical works, presentation and teaching. The college canteen is monitored by a Canteen Monitoring Committee, which looks into the qualitative aspects. The canteen functions on a lease basis with private partner. Laboratories in various departments functions under the strict control of the respective departmental heads and the laboratory Assistants/bearers are responsible for maintaining the laboratory facilities, under instruction from the departmental heads.

There is a Games and Sports Committee for maintaining the sports infrastructural facilities like the Basket Ball Court, Lawn tennis, Volley ball, Kabaddi etc. and organizing various institutional and Inter-collegiate events at college campus. The Boys Hostel of the college is under the supervision of a Hostel Advisory Committee consisting of Chief Warden, warden and assistant warden, which looks after the

management aspects of the hostel. The assistant warden is stationed in hostel to manage day to day affairs of the hostel. The day to day general cleanliness of the classrooms, toilets and campus is done by the regular/private persons. An electrician is employed by the college for maintenance of all electrical problems and also for running the silent diesel generator set during electrical load shedding.