Procedures and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities

There is a set procedure for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports facilities, computers, classrooms etc. in the institution. A host of committees headed by different conveners are framed in the beginning of every academic year. Among these committees, an important and vibrant committee is the college development committee headed by a senior faculty member (Associate Professor). This committee looks after the overall development, maintenance and utilization of the college physical facilities. A brief description of the procedure for maintaining and utilizing physical, academic and support facilities is as under:

1. **Laboratories:** Each laboratory of the institution is well equipped and ICT-enabled and is being monitored by concerned head of the department. The concerned HoD is accountable for maintaining and upgrading the laboratory. Well trained laboratory assistants are entrusted with the job of maintaining the stock register of all available equipments.

2. **Library:** Librarian of the college looks after the library. Besides this, college library committee has the responsibility of ensuring the smooth functioning of the library. This committee works in coordination with the librarian for upgradation, automation and acquiring books for the library. Moreover, adequate number of local fund employees are engaged to improve the services provided by of the library.

3. **Sports Facilities:** The Physical Education Department is a vibrant department in the college and functions under the supervision of Physical Training Instructor. College sports committee works in tandem with the department for the upgradation and smooth functioning of the department.

4. **Classrooms:** Classrooms are maintaining by the college administration by utilizing the services of sweepers and NSS volunteers. Most of the classrooms are ICT-enabled and recently a skilled electrician has been engaged to look after the ICT gadgets in the classrooms. Additionally, during Swachh Bharat Abhiyan program students and staff are sensitized about the importance and need of cleanliness in and around campus.