

The Policies and the Procedures for maintaining and utilizing Physical, Academic and the support facilities (2015-16)

The college has well designed systems and procedures for maintaining and utilizing physical, academic and support facilities. The Principal of this College holds regular meetings with the HODs of the various Departments of this Institution to utilize the various grants received from the Government, UGC, IQAC, and RUSA for the overall development of this Institution.

Laboratory:

The college has well equipped laboratory in the department of Computer Science, Chemistry, Plant Science, Home Science, and Physics. Besides, the English Department has English Language Lab and it caters to the need of all department Students. Laboratories are regularly maintained by the laboratory attendants. The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians from outside enterprises. Stock verification is done annually for all the Departments to verify the stock and updating the entries in the registers by the committee appointed by the Principal.

Library :

The requirement and list of books is taken from the concerned Department HODs for the purchase of the books. The finalized list is duly approved by the Principal. To ensure return of books, 'no dues' from the library is mandatory for the students before appearing for the Examinations. The proper account of issue of books to the students and staff on daily basis is maintained. Number of visitors on daily basis is maintained in a register. The stock verification is done as a part of maintenance and the old books were recommended for condemnation.

Sports:

In spite of space restraints, indoor and outdoor games were conducted out and students actively participate in every event under the supervision of Director of Physical Education. Facilities for Indoor games like Table Tennis, Carom and Chess are also available in the campus. Sports equipments are purchased and maintained properly.

Computers:

Our administration Office, Storeroom, Student Section, Library, have Internet connection and are properly maintained.

Classrooms:

The college has sufficient and well furnished classrooms with Conference Hall for conducting Seminars. All the third year classrooms are provided with LCD Projector. Cleanliness is maintained by MTS sweepers.

Support Services:

- Greenery is maintained by the gardeners.
- Power Backup facilities like Generators, UPS are maintained.
- Washroom is maintained by contractually appointed sweepers.