

The Policies and the Procedures for maintaining and utilizing Physical, Academic and the support facilities (2018 -19)

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities such as Laboratory, Sports, Computer, Classroom etc in the institute. The maintenance of physical, academic and support facilities are carried out by the respective departments periodically.

Maintenance of Infrastructure

The college through the funds from UGC, RUSA, and MPLAD has equipped itself with various infrastructures. A new academic block has been constructed under RUSA Scheme. A separate block for toilet is also constructed under MPLAD Fund. A high Speed 40 mbps WI- FI OFC is established in college campus. Maintenance of Plumbing facilities, Electrical, Drinking water, is done periodically College has also appointed MTS staff to maintain the lawn and watering the plants. To maintain internet connectivity and CCTV security system, LCD projectors, Air Conditioners are maintained with the help of external agencies. Electrical Maintenance of Generator, UPS, Monitoring electrical equipment such as Generator and UPS are maintained by the Office staff members.

Laboratory (All Labs & Computers):

Each laboratory is well maintained by carrying out periodical service. Stock verification (Physical Verification) is carried out to verify working/ nonworking/ missing equipment's etc. Preventive maintenance and performance monitoring is carried out.

Library:

Library has 36,459 books in total. The library subscribes 8 newspapers, 20 magazines, and 3 journals. WIFI connectivity to the library users is introduced under NMEICT Scheme of UGC. A total of 527 books were purchased this year. Librarian with supporting staff has been appointed to maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process. At the end of the Academic year stock verification is done.

Sports:

Physical Director of the college looks after the sports facilities and the activities. The sports equipment's are issued to the students whenever they have sports activity. Preventive maintenance measures are taken in time. Sport director is responsible for keeping the record of utilization of sport Facilities, activities held, awards for the students etc.

Class Rooms:

The classrooms were equipped with benches and table for teachers. Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are cleaned on daily basis monitored by the Head of the Department.

IT facilities:

All departments in the institute are having PCs and Printers. The department is responsible for the maintenance of registers.