

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

This institution follows a distinctive policy and adopts a simple procedure for maintaining and utilizing the physical, academic and support facilities.

Policies:-

### **A) Library:-**

As the library is the heart of the institution it is kept open on all working days for students, staff and outsiders. The institution ensures that library is equipped with books and journals as per the requirement of the learners. It is automated for the benefit of the learners. The library has required number of employees to cater the needs of the learners. It has books, journals, magazines and subject related books. Book bank facility is also available for the SC/ST/DTNT students. The reading room caters the needs of the students.

The library has a library advisory committee. It decides the requirement of reference books, journals, text books etc. Such requirement is forwarded to Principal for necessary action.

### **B) Sports Activity:-**

A gymkhana has been made available to the students consisting of carrom, chess, table tennis, trade mill, exercise bicycle, punching bag etc, headed by a Physical Director. The gymkhana committee looks after the maintenance of various equipments as per need and forward its requirement to the Principal. It is well maintained and clean.

### **C) Computers:-**

The College has in all 25 computers in the computer lab and has computers in the Administrative Office, Library, Staff and Principal's room. A technician has been appointed for the smooth and continuous working of computers. All configurations are updated periodically by computer professionals.

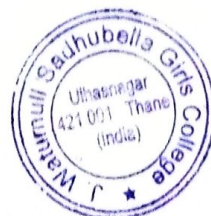
### **D) Classrooms:-**

The College has 13 classrooms with a seating capacity of 120 / 60 each, 01 seminar hall, 02 student common rooms attached with washrooms. All lecture halls are well ventilated and provided with lights and fans. Three lecture halls have the facility of LCD projector. All classrooms are cleaned every day and dusting is done prior to the commencement of lecture in the morning. Support staff looks after the cleaning part of the institution.

### **E) Canteen Facility:-**

The College Canteen serve the students with Tea, Coffee and snacks. The canteen committee looks after the cleanliness, pricelist and other related matters connected with the canteen. The menu with price list is displayed at the entrance of the canteen. The day today requirement of the faculty members, office staff and students is catered by the canteen.

### **F) Cleanliness:-**



The College Cleanliness committee is incharge of all matters connected with cleaning inside the College building, outside open area, washrooms, corridors, staircases etc. Student's feedback is taken periodically regarding cleanliness of the institution. Cleaning materials are made available as and when required to maintain cleanliness in the campus.

**G) Security:-**

For the safety and security of the staff and students, 24X 7 security has been made available in the campus. The security contactor ensures full security and safety of students and staff. The institution has installed 16 CCTV cameras in the college campus with necessary back up system. The system is under AMC.

**H) Drinking water:-**

The institution has installed three water coolers connected with water purifying unit for the supply of clean drinking water. Annual maintenance contract has been given to maintain the coolers and purifying units.

**I) Medical care:-**

The College maintains a first aid box with the required medicines to cater emergency needs of the students and the staff. It is placed on the first floor so that it is easily accessible to all. In case of any emergency, a qualified doctor having his clinic in the vicinity of the College will be called to attend such cases. A sick room is also made available for relaxing.

**J) Reprography:-**

Students get reprographic facility at the library to get copies of articles, notes etc. The Librarian takes care of the machine and maintains record their off.

**K) Other facility:**

A committee of teachers has been appointed to take care of all notice boards displayed at prominent places inside the College. A biometric attendance system has been installed to ensure that the employees attend their duties as per time schedule. Weekly/ monthly details are taken and necessary record is maintained. The vending machine installed on the ground floor caters the need of students and is properly maintained. The amplifier system which is available in the college for conducting competitions and programmes has been maintained by a qualified technician. All electrical equipments like fans, Tube lights, Air conditioner, electric generator, inverters, water pumps, water storages tanks etc are properly maintained.



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