



Policy for procedures for maintaining and utilizing physical, academic and support facilities

The present policy provides the basis for equitable allocation and efficient utilization of facilities for the activities in the college. By implementing this policy optimum use of physical and academic facilities is achieved with effective and standardized procedures. These are as follows:

1. Head of all the departments arranges a meeting in the beginning of every academic year in order to know the requirements of their department. These requirements are forwarded to the Principal for their timely fulfillment.
2. Academic events like students' programs, guest lectures, science exhibitions, poster presentations etc. are organized in the classrooms with the permission of Principal without conflict with academic classes' schedule.
3. In the laboratories scientific experiments and practicals are performed in controlled conditions. The students are divided into batches and practical sessions are arranged batch-wise. The schedule of laboratory is decided by time-table committee with the help of head of the departments in such a way that the laboratory is used optimally.
4. Care should be taken that research scheduled time should not conflict with practical sessions.
5. Regular cleaning of classroom, passages and ground etc. is assigned to the supporting staff and their immediate reporting is done to the college authority. The washrooms and toilets are cleaned by the staff of an outsourced agency.
6. Stock is supervised regularly and verified at the end of every academic year.
7. Garden and other plants kept in the corridor are maintained by the supporting staff.

8. The library is maintained by the staff of the library under the supervision of the Librarian.
9. Annual stock verification is done by the Audit Department of the Parent Institution.
10. Staff is appointed on contract basis for electrification, plumbing, to look after the botanical garden, etc.
11. Fire extinguishing system is installed wherever necessary.
12. Administrative office space containing furniture and other equipment and used by administrative and support staff.
13. Storage space in the department is allotted by respective head of the department.
14. Seminar hall is utilized for Faculty and staff meeting by the principal, workshops, conference, meetings of different college committees etc.
15. Gymkhana committee of the college takes decisions from time to time for the effective implementation in different games. The institution has well maintained indoor sports complex and a spacious play ground. Indoor sports complex is utilized for the carom, table tennis, badminton, chess and various indoor games while play ground is utilized for various outdoor games.
16. The maintenance work related to facilities like furniture, RO water-facilities, water tank, etc. is maintained on daily basis through contract services. The CCTV camera and necessary software and hardware are maintained through the proper agencies.