

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

There are established system and procedure for maintaining and utilizing physical, academic and support facilities.

Procedure

Various committees for maintaining and utilizing physical, academic and support facilities have been formed. Every committee in the beginning of the session presents its action plan to the principal. Every activity is organized in proper coordination after thorough discussion with the principal of the institution. Various classrooms are allotted to the class according to the strength and need of the class. There is a co-ordination in organizing various programs in auditorium hall. Auditorium hall is used for various cultural activities, Presentation and others. Physical infrastructure is sufficient and is according to the norms of statutory body.

PHYSICAL FACILITIES

The physical facilities including Laboratories, Classrooms, Auditorium, playground, Seminar hall, Gym and Computers are made available for the students those who are admitted in the college.

Laboratories:

There are 09 laboratories in the college, Science building is separately constructed with attached laboratory and classrooms. Instruments and chemicals and other facilities are available in the laboratories. The college has Zoology laboratory, Physics, and chemistry laboratory. Computer lab is Separate and language lab is separate. Practical sessions are conducted in their respective laboratories. Language lab is used for conducting Communication skills classes. Laboratory assistant maintain the stock register and equipment and laboratory attendant maintain daily practical equipment and cleanliness Main instruments are mended by hiring private agency. Budget is allocated in every year for upkeep and purchase of instruments in laboratory.

Class rooms:

The College has 13 Class Rooms with green boards. Maintenance of furniture (Broken, repairing, coloring,) by hiring local workers. Furniture committee frequently monitors furniture requirements. Classrooms are maintained (Coloring, light, fan and repairing) by maintenance committee through local workers. Classrooms are cleaned by peons on daily basis.

Computers

All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The computer laboratory connected in LAN is open for the students, the office computers which are also connected through the LAN is consisting of the all the required software making work easier and are restricted to use only by the appointed office staff. The library computers are connected with LAN and internet and also they are loaded with the library software. Departments and the staff can use the computer system with internet in library. The

maintenance of computers is looked after by computer maintenance committee with the help of local expert.

Drinking water

The college has R.O. drinking water facility for staff and students.

The maintenance is done on regular basis by the supporting staff.

Parking

The institution has two separate parking space. Security guards are on duty in the parking areas.

Generator

The college has a generator facility to provide uninterrupted power supply to office.

Toilet

The college has separate toilet for male staff, female staff, girl students and boy students. The cleanliness is done by the contracted sweeper.

Canteen

Canteen has cafeteria for Staff as well as Students. This facility is available during college hours.

Ethonobotanical Garden

The college Ethonobotanical garden is maintained by head department of Botany with the help of students. 50 sapling of different kind are available in the Ethonobotanical garden.

ACADEMIC FACILITIE

The academic facilities like library, sports and other platforms supporting overall development of the students like NSS or Competitive examination cell etc. are open for the entire stakeholder. A provision of the budget for the library maintenance is made by the institution.

Library:

The college has separate library block consisting of reading room, stack room, Newspaper section, librarian's cabin .Library is partially automated using soul2.0 software. The college library has subscribed N-List Infilibnet facility students and staff. User Ids and passwords are allotted to the students and staff members there are 4775 Books in the library and 24 Journals are subscribed in the library 02 attendant are there for maintenance and upkeep of library.

Auditorium Hall

The college auditorium is a central facility where seminars, guest lectures, alumni meets, organizing cultural activities, conducts the program Career and Placement cell and other events are organized. For the use of this, the proper permission needs to be taken from the principal. CCTV is also incorporated for the security purpose in it.

Communication skills lab:

The College has an exclusive English communication skills lab. The admitted students for the courses use the lab. For the maintenance, the head of the department takes care of it.

ICT Resources

3 LCD projectors, 02 institutional Laptops, 1 scanners, , 2 Printers,02 Multifunctional Printers 01 UPS, are also available for the teaching process. These are used and maintained by the college with the help of local experts.

SUPPORT FACILITIES

Sports Facility:

To meet and exceed the expectations of the students, adequate infrastructure has been provided

for sports, games and cultural activities. Every year many boys and girls represent the college in interuniversity and University level sports competitions. There are badminton, basketball court, which can be used by student and staff. The College has a Health Centre for students and staff. The facilities are maintained by director of physical education with the help of local.

Meditation

Meditation is the growing need of the society. Students in their developing age should be acquainted with all the good things required for maintaining balance in life. Meditation is very essential for maintaining the peace in life. The institution strive to provide all the facilities required for overall development of the students. The institution provides meditation facility in the morning and in evening period. Students interested in meditation practices are allowed fair time for their practices. The meditation hall is equipped with essential facilities for the smooth functioning of the process.

ESTABLISHED SYSTEMS

The college has established certain systems for smooth functioning and maintaining

Monitoring system

For smooth functioning of the institution under the guidance of the principal Monitoring system observe daily in which two staff members are included, they submit weekly report to the principal. The principal notify to the concerned authority.

Internal committees

Various committees have been formed to look after the Academic, Cultural and literary activities.

Budget allocation

The college committees related to maintenance prepare their annual budget along with planning and get it sanctioned from the higher authority.

Cleanliness

The maintenance and the cleaning of the classrooms and the laboratories are taken care by daily monitoring experts and non-teaching staff. College employees organize cleanliness drive in the college premises

Watchman

Watchman is appointed in the college to take care at night. He works as gate keeper in daytime .

CCTV

The College campus is under CCTV surveillance (24 Cameras) which is monitored by the Principal and recorded.

Maintenance Policy

The institution has maintenance policy. Physical facilities are maintained by supporting staff. Principal of the institution takes keen interest in the proper upkeep of the physical facilities of the institution. Teaching staff and monitoring committee also contribute in maintaining physical infrastructure. Academic Facilities are maintained by various committees. Computer and CCTVs are maintained by the contracted local technicians. Meditation hall and gym are maintained by the physical director of the institution. Library needs are fulfilled by the library staff.