

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILISING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

A College level committee has been appointed to look after all the repairs arising relating to the electrical, plumbing and masonry work in the college. House keeping women are appointed to maintain the cleanliness of Class Rooms, Staff Rooms, Seminar Hall, Laboratories, and Rest Rooms.

LABORATORY: Our college has TWO chemistry labs and ONE each for physics, botany and zoology. The maintenance of the labs is looked after by the respective incharges with the help of one lab assistant. All the apparatus available in all these labs is well maintained and any minor repairs if noticed will be rectified by the Incharge of the department. For the maintenance of the labs, a part of the special fees collected from the students is utilised for good functioning of the apparatus. And any major defects if noticed will be addressed by the technician from the external agency. Record of Stock is maintained with the Lab Assistant and an annual stock verification committee is appointed to verify the labs and rectify the defects if any. and the committee will ratify the spoiled instruments which can not be repaired. There is systematic disposal of wastage in all the laboratories.

LIBRARY: Library is the abode of knowledge. All the books are to be preserved and should be kept within the reach of the students. Moreover, they are to be protected from the pests and other insects which can spoil the books. Control of these pests is done through spraying chemicals which kill these pests in order to safeguard the most valuable books and also the enhancement of the life of books. Proper ventilation is furnished in all the rooms to create dry environment in the library near book shelves. Regular dusting and cleaning the room is done by vacuum cleaners. Furniture and fixtures are repaired according to the requirement through the skilled workers from an external agency. Open access is given to the students towards the books so as to have effective referencing and Special Reading Room and computer room is also provided to the students.

SPORTS COMPLEX: As we do not have a Regular Physical Director, One of the staff members has been given additional charge as the Sports incharge and he will organise all the sports events in the college. Our college has a gym which is maintained by the students. From the students in the form of student admission fees or term fees. Every year, some sports competitions are organised in the college.

COMPUTERS: All kind of computer problems are rectified by the technicians hired from the private agencies. Updation of the systems is carried out at regular intervals so as to make the systems updated to the students. Available computers are distributed in departments, office, library and for administrative work as per the requirement and load of the work.

CLASS ROOMS: Our college is conducted in two sessions for both theory and practical classes. as per the timetable All the students in the class are monitored by the concerned class teachers. and counselling will be given at regular intervals.