**Procedures and policies for maintaining and utilizing, physical, academic and support facilities - laboratory, library, sports complex, computers class rooms etc.**

Maintenance and proper utilization of physical, academic and support facilities is more important than creating them. The institution allocates a sufficient grant in its annual budget for the maintenance and up keeping of infrastructure and other facilities. The top management approves the estimation of budget and accords permission for utilizing the grant. The grant will be used for adding new facilities or augmenting the existing infrastructure or implementing curricular and co curricular activities.

Various kinds of facilities are provided on the campus right from the day of admission to the day of completion of course. About 21 cells and committees are constituted to assist the students in solving personal and academic problems.

Library:- In the beginning of the academic year, the principal calls the staff council meeting in which he informs all the HOD’s to submit a list of books required for their departments as per the syllabus. The list of books along with required budget will be placed in the meeting of college governing body for seeking approval and sanctioning of grant. After taking the approval, the purchase order will be sent to the reputed wholesale book distributor. The staff of the library allot accessory number to new books and enter in stock register. INFLIBNET facility is provided in central library which the students use regularly to obtain additional and latest information and data for their study.

The students should return books to library within due date and get no dues before the commencement of the final examinations. If any student fail to return the book within the due date a minimum fine will be collected from him. Tearing out/ removing pages from books/journals/magazines is strictly prohibited. In such cases, fine will be collected from the violators of rule.

Dust sucking machine is used from maintaining cleanliness. Sweepers and assistants clean the cupboards, bookshelves and reading hall.

Laboratory:- The heads of the departments look after the maintenance of laboratories. According to necessity, they prepare indent of equipments, chemicals and stationary after discussing in staff meeting and submit it to the principal. After taking the approval of governing body, the Principal place the purchase order to a reputed firm which quotes reasonable price.

Technicians will be hired from outside for repairing sophisticated and advanced equipments. The attenders repair simple equipments themselves with the help of skill obtained through experience. Advanced microscopes are used in botany and zoology departments. These are cleaned regularly and maintained in good condition. Wastes from labs disposed in a specified place to avoid damage to environment.

Sports : Sports equipments are always kept ready for the use of students. The equipments will be purchased every year according to the requirements. All the new equipments will be entered into stock register with firms name, receipt number and bill amount immediately after receiving from the suppliers. At the end of the academic year stock verification will be done by constituting a committee headed by a senior faculty. Sweepers are appointed to maintain cleanliness in indoor stadium, Gym, sports office and swimming pool. An assistant is taken to maintain sports equipments and stock register. Sports facilities of all kinds have been created on the campus and utilized by the sports men and women to improve skills and techniques in their respective events.

Computers:- Computers are installed in labs, browsing centres, library, language lab, department staff rooms, office etc. Internet facility is provided in the entire campus for the benefit of staff and students. The staff and students use this facility regularly for study and research purposes. The teaching and non-teaching staff of computer science department is given the responsibility of maintaining systems and taking care of internet facility. They will do minor repairs on their own. Whenever the service of technician is required he will be called for repairing the systems. A staff expert in hardware and software is assigned the duty to maintain college website, up gradation, biometric service, procurement of hardware and software and such other computer related problems.

Class Rooms: Spacious and well furnished class rooms with sufficient air and ventilation serve the goals of teaching and learning process. ICT facility is available in 10 class rooms and 04 laboratories. The attendar who is in charge of principal’s Chamber will supervise cleanliness in class rooms and look after fans and bulbs. Four sweepers work under him. Students are strictly advised to refrain from undesirable activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance. The students switch off lights and fans after the class is over.