

Procedures and policies for maintaining and utilizing physical, academic and support facilities —laboratory, library, sports complex, computers, classrooms etc.

The college has drawn up a list of procedures and policies for maintaining and utilizing physical, academic and support facilities.

Laboratories: Each laboratory has dedicated lab assistants and attendants for regular maintenance of laboratory equipments and stock keeping of chemicals and materials on regular basis, proper documentation of equipments purchased, repairs undertaken, replacements etc. The staff are trained in proper use and handling of equipment and are responsible to keep the laboratories clean and in order.

Library: The library development is done by the Library Advisory Committee. The library has an experienced and knowledgeable library staff with required qualification. Books, journals and magazines etc. are purchased in consultation with teachers and staff members, under the supervision of the library advisory committee. The library staff are trained in systematically arranging or shelving books, periodicals etc., displaying new books on the display racks, dusting and cleaning of the shelves and books at regular intervals, proper cataloguing through library database. There is facility of mending and rebinding of old and worn out books, imposing fine for late return of books, maintenance of register of visitors to the library, managing or overseeing of the collection by the librarian, subscription of new journals, newspapers after consultation with the faculty and Principal. If books issued to a member are found mutilated at the time of return, he/ she needs to replace the same or pay the price thereof. All students of the college are members of the college library by virtue of the library fees they pay at the time of admission. Every student using the library is provided bar-code generated Library Identity Card. Library provides two books on loan to each member student of HS and Degree (Core) students and three books to each Degree (Major) students. Book Bank facility is provided to the poor meritorious students. In this service the library provides 04 (four) books for a period of one month to the selected poor meritorious students.

Sports Complex: The college has a well-resourced gymnasium for the students and the staff. It has all the modern amenities including equipments like dumbbells, barbells, treadmill etc. for an effective workout. The indoor stadium is periodically inspected for carrying out cleaning, repairs and maintenance. Care is taken to provide proper lighting facility. The students and faculty visit the stadium on a daily basis for practice. The college has a lush green playground of 5000 square feet area. Various sports and outdoor games like football, volleyball, cricket etc., are conducted time to time here. The open field is regularly mowed in order to hold various sporting events of the college as well as external events. The college has a Badminton Coaching Centre whose activities are supervised by a managing committee. The coaching is imparted by qualified and experienced coaches. Besides, there is a volleyball court in the college which is also maintained and supervised regularly.

Computers: The computers and internet resources and other facilities in the college campus are provided through the College Computer Centre. It is responsible for maintenance, repair and upgradation of the computers and other items of Information Technology. The purchase of

required computers is done by the Purchase Committee after due approval of the Principal of the college. The departments of the college are provided with internet and Wi-fi facility.

Classrooms: The regular cleaning and maintenance of classrooms are done by the fourth grade workers and sweepers. Besides, students, too undertake cleanliness drive. The office of the Principal ensures the provision of sufficient benches, desks, equipments like blackboards, lighting facility along with necessary repairs that have to be undertaken from time to time.

Student Support and Welfare: The college has constituted various sub-committees to extend support for students and work for their welfare such as Students' Welfare Committee to look after students' affairs, Grievance and Redressal Cell to address the grievances of students, ST/SC/Minority committee for the welfare of the minority committees, hostel committee to look after the affairs of the hostel such as the administration of the hostel and supervision of the boarders.

The National Service Scheme in the College has helped the students in many ways. By adopting this scheme the College has been able to create awareness among the students to develop a sense of responsibility and to redefine their personality through community service.

Free Medical camps are organized by the College from time to time with the help of reputed Medical Practitioners. These camps are open for the students, staff and for the people of the neighboring locality.

A number of scholarships and fellowships have been initiated by the college itself to support students in their learning.

Academic Support: The college provides academic support by various means such as holding of that semester wise remedial classes for slow learners and special classes (such as Coaching for competitive examinations, project work etc.) for the advanced learners. It also has the facility of teacher exchange programme.