

Procedure and Policies for maintaining and utilizing Physical, Academic and Support facilities

The formulation of policy on maintaining and utilizing infrastructures and support facilities is an inevitable part of the college. The procedures and policies for utilizing services are given below.:

Policies for utilizing and maintaining infrastructures

- 1) To constitute committees for utilizing and maintaining infrastructures
- 2) To conduct meeting of all concerned committees of preparing policies.
- 3) To make financial provision in annual budget for execution.
- 4) To provide services for all stakeholders.
- 5) To augment sports facilities in the college.
- 6) To utilize and maintain existing all type infrastructures.
- 7) To add a new infrastructure facilities as per need of learners.
- 8) To purchase new books, reference and subscribe journals.

Procedures for utilizing and maintaining support facilities

A) Physical Infrastructure

The college makes provision on utilizing and maintaining physical infrastructures in annual budget. The college prepares plans and allocates financial provisions for availing infrastructure facility in the college. The college has about 1.21 hectare premises including constructed building and playground. The college has six classrooms for teaching-learning activities, three rooms for administration work, two rooms for faculty and library respectively, one common room for especially girls, record room for maintaining official documents, one room for IQAC and separate toilet for girls and boys. It has one computer labs with capacity of 40 computers. Three projectors are available for making power-point presentation by faculty and students during classroom activities. The power back up facility including two inverters and one generator is available. Two Photostat machines are available for office work. Drinking water facility with 2000 liter storage capacity is available in the college.

B) Sports Infrastructure

Director of Physical education prepares annual plan for executing sports activities in the college. The college has playground to perform sports practices and events. Department of Physical Education avails adequate sports instruments and utilizes during practice session. Guidelines and flex for Yoga practice are displayed in the college.

C) Library and Learning Resources:

The library advisory committee prepares annual plan including budget allocation of purchasing learning resources, subscription for online resources, and provision of support services. The college library has adequate number of text books, references, study materials for preparing competitive examinations, journals, magazines, reports, maps, research dissertation, daily newspapers, and CDs for learners. It has four computers with browsing facilities. LIBMAN software is installed for all purpose of library. The OPAC facility is available in the library.

D) Support Facilities for students

The support facilities are as follows:

- i) Playground for practice session and sports events.
- ii) Adequate sports instruments for students
- ii) Purchasing books and subscription of journals
- iv) Computer lab
- v) Photostat facilities and newspapers cuttings are provided for preparing projects
- vi) Updating of accession register in the library and partially OPAC facilities for learners
- vii) Browsing center is available.
- viii) Separate toilet facilities for girls and boys
- ix) Common room for girls
- x) First-aid medical kit for students