

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (2019-20)

Maintenance and utilization of physical facilities:

The policy of the institution for creation, maintenance, utilization and enhancement of infrastructure to facilitate effective teaching and learning and optimum use of existing facilities is formulated after the discussion of the Management Committee with Maintenance Committee, Purchase Committee, Building Committee, Library Committee, Sports Committee and the IQAC. The upgradation of existing infrastructure and development of new infrastructure to enhance academic standards and efficiency are decided and monitored by the above-mentioned committees.

Our college has appropriate number of classrooms, technology enabled learning spaces, seminar halls, well equipped laboratories, farm lands for agriculture based experimental work, animal house, specialized facilities and equipments/software for teaching, learning, research, etc. The classrooms of the college facilitate a blend of traditional and modern modes of teaching with technological aids such as ceiling mounted LCD projectors, roll down screen, smart boards, green boards and podium for faculty. Every department maintains stock books of all the inventories. For extra-curricular activities such as sports, our college has large playgrounds, gymnasium hall, indoor stadiums and additional facilities for outdoor and indoor games and other activities. We have a fully air conditioned seminar hall for the use of cultural activities and a Yagyashala for performing vedic activities. Optimum uses of all these facilities are ensured by the respective committees. Our college maintains a separate fund for the maintenance of all these facilities. Additionally, for the safety of these facilities and college premises, the college has installed CCTV cameras at various places of the college campus and classrooms.

Utilization and maintenance of laboratories:

As per schedule, laboratories are allotted for practical purposes to the different classes. To report the maintenance details of equipments in order to track the recent purchases and maintenance records, each department has a dead stock ledger too. At regular intervals, the college performs the stock verification of each departmental inventories. By normal practice, old, obsolete and non-working machinery items are written off and scrapped from time to time by following a set procedure.

Utilization and maintenance of library:

The college has a well-furnished library having more than 99,000 books and has subscribed to a large number of magazines, journals and newspapers. Students can get the books issued for a specific time period. Students are advised to obtain an identification card and a library card in order to obtain books from library. If the student fails to return the books in specified time, the student must have to pay a penalty. Library functions and maintenance are monitored by a committee.

Support:

The institution takes care of the annual maintenance and repair of infrastructure on a regular basis. Day-to-day maintenance is carried out by the staff appointed for the maintenance of the infrastructure. The calibration and repair of laboratory equipments is maintained by technicians. The hired staffs provide the following services in the college, namely, Electrician Services, Carpentry work, Plumbing and Security system.

The college has a well-planned parking area near the entrance of the building. It comprises covered area for parking of two-wheelers and an open area for parking of cars.