

PROCEDURES AND POLICIES

2019-20

To utilize and maintain the basic academic and supporting facilities like library, laboratories in science faculty (Chemistry, Physics, Botany, Zoology, IT) and in Arts faculty lab (Psychology and Geography), sports ground and computer laboratory, the college follows the following policies & processes. Each department having laboratories has lab technician & lab attendant to maintain the labs.

Maintenance of the laboratory- Teachers and laboratory staff maintain the laboratory, by taking care of experimental apparatus/manuals issued to students, keeping records of student's practical file. Essential equipment & apparatus are available in the laboratory and required apparatus are purchased every year. Details of repairable materials & equipments are presented to the head of institution every year. After Physical verification the repair and write-off of equipments are done with the permission of write off committee and principal.

Library - Library committee is formed for suggestions, for development and renovation of library. Reprography for the readers is arranged in library counter. Students were issued library cards with barcode for issuing and refunding the library books. The registration for N-List was done for the faculty members and students. 10,000 books were also digitalized. Students can make use of the computer with internet facility for E-resource and digital books. Entry of daily news paper and magazines is done on the computer so that on completion of one month, the price and availability of the processes can be obtained from the computer and can be checked at the time of payment. Students are provided book issue service on every working day and through book bank scheme books are distributed on every Wednesday. Cleaning and sprinkling of pesticides are done to preserve books. The books destroyed by natural causes and worms are periodically written off by a writing-off committee. Recommendations are obtained from departments for buying books. The departmental library is provided for postgraduate level students in the college. Every year physical verification committee verifies the assets of library and presents report.

- Regular inspections are carried out to sort out defects to structure, building, infrastructural services and fixed equipment. The identified defects are rectified, while records are kept of all defects that have not been rectified (deferred maintenance).

Sports- In sports department under the guidance of sports officer one ground man maintains the ground. Play ground is regularly cleaned and maintained. Every year physical verification of sports department is done by the committee and equipment which are not serviceable are recommended for write-off. Sports equipments are regularly checked and maintained & if required insecticide is used for the prevention of sports equipments.

Computer and ICT Maintenance- College has two ICT enabled learning spaces that is computer Lab and one smart class rooms. 3 teaching departments are having LCD projectors. College has established a smart board facility in smart class rooms. LCD is available for the faculties for computer aided teaching. The computer devices and electronics devices are maintained and repaired with the fund available in the college. Besides, we have computer lab assistant and technician in the computer lab.