

Procedures & policies for maintaining, utilizing physical, academic & support facilities

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students and faculties.

Classrooms

- College building committee keeps watch on maintenance and upgrading of infrastructure which includes classroom furniture etc.
- The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments.
- Classrooms are cleaned by appointed attendance and peons regularly.
- Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.
- The classrooms are used as per the time slot allotted to subject and teachers.
- Any kind of alterations or change in need of classrooms has to be made with academic planning and coordination committee.
- The desk benches in the classroom are measured and can't be moved out without intimating to academic planning and coordination committee.

Laboratory:

- Record of maintenance of instruments/chemicals and glassware's etc maintained by laboratory technicians, assistance and supervised by head of the department (HoD).
- Other measures to maintain laboratories are as follows:
- Calibration, repairing and maintenance of sophisticated laboratory equipments to be performed by the technicians of related owner enterprises

- The sophisticated instruments like annealing furnace, spectrometer, microscopes etc are to be maintained by filling an annual maintenance contract with respective contractors.
- Record of utilization, damage and defects must be maintained by technician or laboratory assistance and watched by the respective department head.
- Sorting and disposal of different kind of waste generated through experiments etc like solid waste, liquid waste (chemicals) or e-waste.
- If any kind of laboratory instruments needs to be transferred to any other departments proper record of transfer must be maintained.
- Permission for carrying any kind of experiments other than the curriculum related must be done by taking prior permission from the department head.

Library:

- The book bank data and e material details must be updated from time to time, annually requirement list of books to be collected from the concerned departments, place it to library committee meetings and follow the procedure to procure it.
- Informing students and faculty members about new arrival of books
- At the beginning of session students are to be motivated to register themselves in library to use various offline, online, hard copy and soft copy of the materials
- Students have to prepare library cards for availing the library services.
- One student will be issued only two books at a time.
- Students can avail the book facility during the examination too by taking loan from book bank
- Suggestion box is maintained at the reading room to take users feedback.
- To ensure return of books, 'dues' from the library is mandatory for students before appearing in examinations.
- The proper account of visitors (students and staff) on daily basis is maintained.

- Other issues such as weeding out of old titles, schedule of issue/return of books etc are chalked out/resolved by the library committee.

Sports:

Sports facilities are divided into two parts outdoor and indoor facilities

Outdoor facility:

- Record of proper utilization and issue maintained at the sport director room.
- Students can join the ground on after completion of their academic lectures.
- Extra ordinary performing students will be provided special coaching in respective game.
- Activity to be performed as team must be carried by engaging all other team members.
- Responsibility of damage of instrument while playing will not be penalized towards students.
- Outdoor ground can only be used for external personalities by taking proper permission from institutional administration and authorities only.

Indoor facility:

- Indoor sports facility like badminton court, chess, table tennis etc must be availed by taking proper permission from sports director.
- Proper record of utilization like sign in sign out must be maintained by every student.
- Wearing of proper dressing for indoor must be maintained.
- Looses arising while playing will not be imposed on sport persons.
- Any kind of instruments can't be moved out without prior permission of sports director.
- The facility of indoor sport may be availed by other civilians by taking prior permission from institutional authorities.