

Procedure and Policies for utilizing physical, academic and support facilities

1. Laboratory

Record of maintenance account is maintained by lab technicians and supervised by HOD's of the concerned departments. The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises. The microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HOD's of the concerned departments. There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

2. Library

The requirement and list of books is taken from the concerned Departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Library orientation program is being conducted at starting of academic year for introducing Library print and electronic collections. To promote for use of E-books and E-journals the links of open educational resources and DOAJ shared through library web page. 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 Local Management Committee and Library Committee.

3. Sports

College provides Indoor and outdoor games facilities to the students. College allocates separate budgets for sports. College promotes students to participated in Zonal level, University level and national level Sports.

4. Computers

College has established separate computer laboratory for Computer Science and Information Technology course students. College has provided computer center in library for all students. Computer Maintenance through Omkar Enterprises is done regularly. Non repairable systems are disposal off through the maintenance and repair committee.

5. Classrooms

The Local Management Committee of the college continuously assigned the works to the Peon Staff to take care of cleanliness. The classrooms are well equipped with table, chair, benches for student, fans, tube lights, projector, dust beans, etc. The maintenance of classrooms is done time to time.