

Procedures And Policies For Maintaining And Utilizing Physical, Academic And Support Facilities - Laboratory, Library, Sports Complex, Computers, Classrooms Etc. 2019-2020

Classroom Assignment And Utilization:

The classroom allotted by the time table committee, headed by the Principal. The time table is designed by time table committee so that the available classrooms are used optimally. Time table committee allots classrooms according to the students strengths. Use of classroom for activities must be made with prior permission of the authority.

Laboratory Use And Assignment:

The concerned Head of department and timetable committee decides the allocation of the laboratories according to necessity in accordance to the time table, in such a manner that will ensure maximum utilization without any problems. At the laboratory, calibration of instruments is done from time to time. The laboratories of the science are well maintained with good equipments for the undergraduate, postgraduate students. Transparency is maintained in purchase through inviting quotations from 2 to 3 reputed dealers. The order is finalized on the basis of quality/cost/service with the dealer. The items purchased are entered in the respective stock registers of the departments and these are routinely checked by verification committee appointed both at the college level and also by the government.

Academic And Administrative Office:

Office space is allocated to administrative staff, departments, Sports Coordinator, NSS Coordinator, Rovers and Rangers etc

Library:

The library of the college has text books. College Proctor issues I-Card to the students after that students borrow books according to their needs. There is no Librarian appointed by the govt. in our college. All the Departmental Heads take the responsibility of maintaining the books of their respective department and issue to the students according to their needs.

Computer Room:

We have a computer lab in the college and there are 16 computers in lab. The Computer lab is maintained by "Earn by learn" scheme by the student who are proficient in computer. We have started free computer classes for all the students of the college. The govt. allot funds for the purchase of new computers and their maintenance.

Conference Room:

Conference room is allocated for the following purposes:

1. Meeting of college development committee.
2. Meeting of IQAC
3. Faculty and staff meeting by the principal
4. Meetings of different college committees
5. Any other events permitted by the principal

The college space is also allocated to external users. While allocating space to external users the care has to be taken so that academic activities in the college are not disturbed. The college space is allocated to different users on the basis of their request. The space is allocated for following activities:

1. Classrooms for competitive exams by government organizations, corporations
2. Elections for local bodies, Legislative assembly and parliament.
3. Meetings rooms for alumani meetings, Parents teacher meets.

Sports Facility:

Games and Sports play an important role in the College lives. The physical education departments of the college take care of those activities are laid by college administration; they regulate the games and sports activities in the college. The rules regarding utilization of sports facilities are laid by the college authorities. They aim to serve as general guidelines to students and source of information pertaining to college sports facilities. All the sports facility of the college are utilized for physical education, training and sports activity of the students, faculty and the staff. Each academic year seeks fresh enrollment of students for indoor & outdoor tournaments. The final list of teams is intimated to the University & Coaching plans are drawn up at the campus. Once the team is confirmed, 3 days prior to the event, eligibility criteria is sent to the University. Practices for indoor & outdoor tournaments are held regularly. Students receive their sports allowances as per rules. Sports equipments' purchase is done as per the requirements. All the details of teams & financial aspects are recorded.

