

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

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

Laboratory: Record maintenance is done by lab technicians and supervised by HODs of the respective departments. Other measures to maintain laboratories are as follows:

The calibration, repairing and maintenance of sophisticated lab equipments are done by the Company technicians and the microscopes are annually cleaned and maintained by the concerned departments. There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.

Library:

Library is fully computerized and bar coded. On line Public Access Catalogue, bar coded user entry and bar coded circulation system is followed. Online Examination coaching centre for students. To ensure return of books, 'no dues' from the library is mandatory for students before appearing for semester exam. 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 and resolved by the library committee.

Sports:

Physical Directress is incharge of maintenance of indoor Badminton/ Volley Ball court / TT Courts /Gym in the college. Students are utilizing the sports equipment and practising various games daily morning and evening before and after college working hours.

Computers:

Centralized computer laboratory is established. Computer maintenance through AMC is done regularly.

Classrooms:

The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding Classroom Furniture and Fixtures. Cleanliness of class rooms is maintained by sweepers. Complaints are informed to the cleanliness committee by the students through suggestion box as well as faculty and the problems are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.

Video Conferencing facility is available in audio visual room. CRT Monitors are replaced by LED Monitors. Moodle, Wi-Fi enabled LCD Projectors are available in the seminar halls. CC TV surveillance is installed in the campus. Bio-metric system of attendance is maintained for staff members.