

**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 holding regular meetings of various committees constituted for this purpose and using the grants, received by the college as per the requirements in the interest of students. The record of Stocks is maintained by the lab assistant and supervised by HODs of the concerned departments. At the end of the financial year, the college carries out an internal physical verification. The various functions of the college are carried out by the committees constituted by the Principal. The upkeep of library is done by the staff of library and committee. In the library, 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. The students will be get reading material (magazines, newspaper, competitive books) only during their leisure periods. The library will issue the books to students by a card system according to the time allotted for the purpose. Clockwise time table (indicating the days and time) for allotment will be displayed on the library gate for the purpose. To ensure return of books, no dues from the library is mandatory for students before appearing in University exams. The time table of college should be prepared in a manner that every classroom should be occupied and fully utilized. Since the size of classroom of college varies considerably. The time table of the bigger classes should be set in bigger rooms. PG classes having lesser number of students should be allotted in small sized classrooms. The security of the college is maintained by the day and night watchman. A number of CCTV cameras have been installed to monitor the infrastructure. The computer Desktops, generator, water tanks, motors and RO systems are maintained by local technicians on the need basis. The sport field (main playground, basketball court, badminton court and soft volleyball court) should be used by the ambitious players only during free periods. It will remain open for free usage before and after class time. Indoor games will be allowed only during leisure periods. The sport material to be used for indoor and outdoor games will be issued to students accordingly. Sports record is maintained by sport in-charge. Electricity in the college is maintained through full time electrician. The sign boards at every important place in the campus guide the stakeholders about discipline, academic conduct. The

committee arranges to place dustbins in every classroom/staffroom/office/lab/library/other centre/other public corners. The separate dustbins for biodegradable and wet wastes and non biodegradable dry wastes help the maintenance staff to separate and dispose wastes.