

Procedures and Policies

Institution follows the following processes for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Laboratory:

1. Laboratories are cleaned everyday
2. Reagents are prepared in stock and utilised as per need in Chemistry labs. Instruments and their functionalities and conditions are periodically checked in the Physics and Geography labs. Specimens and other chemicals are also used and checked as per requirement by the departments of Zoology and Botany. Mathematics, BCA department periodically runs the maintenance of its computers in the lab.
3. Repairing for breakage and mal-functioning is done periodically or in emergency need.
4. Fresh purchase of chemicals, instruments and specimens, along with major renovation works are done by sending proper requisition from the respective department to the concerned college regulatory body at the beginning of every academic year. The Finance committee then prepares the budget of that academic year, which is placed before the Governing Body for approval.
5. On availability of fund the requisite amount is disbursed to the concerned departments as per budgetary allocations.
6. Consequent purchase and proceedings are monitored by the concerned regulatory bodies of the institution.
7. After fresh purchase every items are entered in stock and categorised.

Library :

1. New books are purchased for the library according to the latest syllabus by the approval of library committee and college authority.
2. Latest arrival list are displayed in the library notice board.
3. Open access system is provided to the users for maximum utilization of library resources.
4. Books are arranged on the library according to DDC 23rd ed. for users' convenience.
5. Shelf order maintenance is done on daily basis.
6. Users can search books through OPAC as the library is completely automated.
7. Quick and hassle free lending facility is provided to the users with the help of bar code scanner.
8. Periodic checking of library materials, cleaning and disinfecting is done by library staff.
9. Register for account of visitors is maintained on daily basis.

Sports complex:

1. The outskirts of the complex is cleaned periodically.
2. Cutting of grass in the field is done periodically. Persons are locally contacted for the purpose.
3. The stadium is cleaned periodically.
4. An instructor is there in the Multi Gym to train and guide the trainee students. He also looks after the maintenance and cleaning of the gym.
5. Sport equipments are purchased periodically as per needs. A particular Committee looks after the maintenance and purchase of sport equipments.

Computers:

1. Internal monitoring committee is in charge of maintenance and repairing.
2. The committee also looks after the necessity of fresh purchase and make necessary arrangements.

Classrooms:

1. Classrooms are wiped regularly.
2. For smart classrooms a log-book for usage is maintained.
3. Internal monitoring committee is in charge of maintenance of classrooms.