

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

Laboratory:

There are well equipped laboratories for Computer, Geography and Home Economics. The committee was formed to promote the direct and maximum utilization of these laboratories by the students. For any damage in the apparatus instrument in the laboratory, the concerned head of the subject informs the same to the concerning committee. The committee takes the matter to the head of the institution. The process of repair or replacement of the apparatus / instruments was done quickly.

Library:

A 3 Member Library advisory committee was formed under the guidance of the head of the institution. The committee in its regular meetings took review of the books, necessary furniture and other services and facilities available with the library. For the necessary requirements and improvement in the library services and facilities the committee recommended the same to the head of the institution and the head of the institution worked on the same quickly. The concerned faculty was regularly asked to provide the list of necessary books, reference books, with the details of publisher and publication and the same was furnished to the Purchase Committee of the institution. All the necessary books and reference books were purchased on priority level. BT cards were distributed to the students in the beginning of the session, and the books were issued to the students against the BT cards, as per the rules of the library. The library prepared its timetable, regarding the class wise issue of books and intimated the students about the same. For the students of each class books were issued on two days of the week throughout the year.

Sports complex:

Games and sports committee was formed under the guidance of the head of the institution. Necessary sports material was availed for the department of Physical education. The head of the department of physical education prepared the list of required material and submitted the same to the head of the institution, and the said material was availed by the head of the institution on priority basis. The interested students used the services and facilities available with the department during the free time. The visiting students recorded their names in the register purposely kept in the department. The Gymnasium of the college was kept open for users after 4.00 p.m. The practice sessions for games like Kabaddi, Kho-kho, Volley ball, Cricket, etc. were arranged in the morning as well as in the evening hours. The enlisted students recorded their names on the entry register and took instruments from the department for practice.

Computers:

As Information Technology has been provided as optional subject in Commerce Faculty, there is well equipped, Wi-fi and NET enabled computer lab in the college. Wi-fi and Net enabled computers are provided in the cabin of the principal and to the departments like, IQAC, Exam Cell, Library, department of physical education, N.S.S. These computers are used by the faculty and students and are maintained properly. Passwords are used for the safety of the data, stored and saved in the computer of the concerned department. Hence nobody can use the said computer of the department without the permission of the head of the concerned department. However, computer furnished in the computer lab and library were made available for the students for their academic works.

Classrooms:

A separate committee was formed under the guidance of the head of the institution for the cleanliness and maintenance of the classrooms. This committee regularly kept watch on the cleanliness and maintenance of the classrooms, particularly the classroom furniture, LED lights, fans, boards, table, and other equipments. The classrooms were regularly cleaned by the peons and night watchman. In the absence of the concerned peon appointed for the cleaning of the classroom, the substitute peon is appointed for the said task.

The classroom furniture was regularly repaired and new furniture was availed as per the needs. The electronic equipments were regularly repaired through a contracted mechanic. The lights and fans were used only when needed. Strict precaution was taken that the fans and lights should not be used unnecessarily.