

Procedures and Policies

for Maintaining, Utilizing Physical Academic Support Facilities

Sl. No.	Heads of the major resources	Procedure and policies of maintenance & utilization
1	Science Laboratories	Science laboratories are utilized as per daily class routine and as per the need researchers. They are maintained under the charge respective departments. Any physical lapses of laboratories are met by the college authority on receiving requisitions from the head of the departments and on the basis of availability of fund.
2	Library	There is a Library Committee to work for better utilization and maintenance of the library. There is provision of open access in library and books are issued in all open days of the week. There is also separate reading room for students and faculties. Software is used for library management.
3	Indoor Stadium & Gym	A faculty in-charge is there to handle the use of the indoor stadium and it is maintained as per requisition made by the in-charge when and where necessary. After college hour, it has been used in private partnership with an MOU.
4	Digital classrooms	There are seven digital rooms of which four are mainly used as classrooms and maintenance responsibility have been assigned to four departments. Any requirement there is met by the authority on the basis of application made by HODs of those departments. Rest three is used for dual purpose – class and conference and their use and maintenance responsibility have been assigned to college office. An allotment register is maintained for proper use of these digital rooms.
5	General classrooms	There are 70 non-digital classrooms; utilization of which are made as per daily class routine and maintenance responsibility of them is assigned to college office. There are provisions of annual repairing and painting when and where necessary.
6	Conference Halls	There are three conference halls and their use and maintenance responsibility have been assigned to college office. An allotment register is maintained for proper use of these conference halls.
7	Canteen Building	There is a separate management committee to look after the use and maintenance of the canteen building. The canteen is kept open in office hours during working days. There is separate sitting arrangement for employees and

		students here. Any physical lapse of the canteen is met on the basis of requisition made by the canteen management committee.
8	Departmental Libraries cum book banks	In all the departments there are libraries cum book banks. They work as decentralized branches of central library. Of the departmental libraries a part of the books are borrowed from the central library and the rest is a collection out of faculty contribution and donation. Two stock registers are maintained separately. A faculty in each department is assigned to run the departmental library maintaining an issue register. The departments of their own frame the rules of book issue. But they need to submit a yearly account to the library committee. There are provisions of fine delay in returning books and compensation for any loss of books. Books to poor and needy students are supplied from book banks on long term basis maintaining a separate book bank register.
9	Auditorium	College auditorium is used for general meetings, large gatherings, students' assembly, cultural programmes, and other special occasions such as to organize drama training and workshop, mass yoga session etc. This is looked after by the college office as so far maintenance part is concerned.
10	Girls' Hostel	There is a separate committee to look after the girls' hostel. Intake capacity is 88 and almost in all the times it is fully utilized. Any requirement there is met by the college authority on the basis of application made by the hostel committee.
11	Computers	There are more than 90 desk top computers, of which 50 are in three computer laboratories 5 in library, 15 in departments, 20 In college office. There are also 5 laptops used for office work and digital classes and in seminar and workshops when and wherever are necessary. Computer labs are run under the responsibility of respective departments. Any lapse there is met on the basis of requisition from the HOD of those departments. For other desktops and laptops there is user responsibility. There is also provision of AMC for the desktops.
12	Printer and photocopy machines	There are 20 printers and 4 photocopy machines allotted to office, library and departments. There is user responsibility look after those printers and photocopy machines. Any wear and tear is met there on the basis of requisition made by the user.
13	Power Generator	There is a power generator of 20KV. It is used to make up load shading. The college office is in responsibility to

		use and maintenance of this generator. The electrician of the college is in charge of operating the generator and any requirement there is met on the basis of requisition made by him. The principal himself takes part in looking after the generator.
14	Departmental Rooms	There are twelve departmental rooms which are used for departments' office and common rooms. Faculty of departments themselves look after the departmental rooms and any repairing there are met by the college authority as per requisition made by respective HOD of the departments.
15	Water Purifier	There are 6 no water purifiers in college for supplying drinking water both to students and employees. They are under AMC of supplying farm.
16	Website	The college website is used both for providing information, online services and networking. Maintenance of website is under five yearly contracts with the farm which designed it. Two faculties have been assigned to keep coordination with that farm.
17	Boys' Common Room	Boys' common room is used for refreshment and recreation of the boys and looked after by boys' common room secretary of students' union who is guided by a male faculty in-charge. Any requirement there is met on the basis application made by the boys' common room secretary forwarded by the teacher in-charge.
18	Girls' Common Room	Girls' common room is used for refreshment and recreation of the girls and looked after by girls' common room secretary of students' union who is guided by a female faculty in-charge. Any requirement there is met on the basis application made by the girls' common room secretary forwarded by the teacher in-charge.
19	Teachers Common Room	Teachers' common room is looked after by the secretary of the teachers' unit. Of course, it is a common concern to all the teachers. Minor requirements are met by the unit itself majors are met by the college authority on the basis of requisition made by the secretary of the unit after getting approval in unit's meeting.
20	LCD projector	There are six non-fixed LCD projector under the custody of IQAC office and allotted to different uses when and where necessary on the basis of verbal consent of returning the same in proper conditions.
21	Mike sets	There are two mike sets under the custody of college office and operated by two employees of support staff.