



## **PROCEDURES & POLICIES FOR MAINTAINING AND UTILIZING ACADEMIC & SUPPORT FACILITIES**

As per the rules and policies of the institution, all the stakeholders have fair opportunity to access and use physical, academic and support facilities like auditoriums, laboratories, libraries, sports complex, computers, classrooms etc. of the college. The major funds which aid in the enrichment and maintenance of infrastructural facilities are from the Management, the PTA, the Government (PD, UGC, CPE, CSIR, FIST, etc.), Minor Research Projects and Major Research Projects. The institution avidly insists on credibility and transparency in all transactions and it reveres social audit more than anything else. As a manifestation of this ideal, a Purchase Committee is constituted to administer all the purchases made in the campus. The Principal and a Convener, nominated by the College Council, head the Committee.

The policies for using the college library are outlined in detail in the college handbook as well as the college website. Members can check-out books or journals during the working hours and should sign out the items at the library counter. Students and teachers can borrow a maximum of four books and ten books respectively and the books are issued out for a maximum of two weeks. Fines will be charged on late return of journals and books. To ensure the return of books, 'no dues' from the library is mandatory for students before appearing in examinations. The amount that will be charged as fine will be available with the librarian. Amounts collected through fines and replacement charges will be used for the library requirements. Student's entry and exit as reflected in the card will be recorded in the system. Teachers write their entering and exiting times in the Teachers' Library Entry Register. The list of books required to be procured is obtained from the Departments concerned and the finalized list of required books is duly approved and signed by the Principal. Other issues such as weeding out of old titles, schedule of issue / return of books etc. are resolved by the library committee. The maintenance of the reading room and the stock verification of library books are done regularly by the library staff.

The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management. They take care of installing

Software operating systems and other applications on all the computers of the institute. The computers in the different academic Departments are used by the academic staff members and the students as well for different purposes.

Laboratories in various Departments function under the strict control of the respective Head of the Departments and the laboratory bearers are responsible for maintaining the laboratory facilities under instruction from the Departmental Heads. Lab maintenance staff is responsible for regular maintenance of facilities. Apparatus for the experiments is given to students separately after noting their names and roll numbers in the issue register. After the lab, they ought to return it in person. Lab assistants and teachers ensure that all the items are put back in good condition. If any damage occurs to the items, it is remarked in the breakage register with the signature of the student on it with the countersignature of the teacher-in-charge. Dues for the breakage are collected on an annual basis through the college office with the support of this register. Consequent to constant use, some of the equipment also gets worn out. Those items are recorded on a separate register. Annual stock verification is done every year by the faculty with the help of lab assistants. Items in good condition and damaged are sorted during that time. Minor flaws are routinely corrected by the mechanic with the support of teachers and the irreparable items are relocated to the store. Corresponding amendments are usually made in the Departmental Stock Register. Items locally repaired are also recorded on a separate register kept in the lab. The HOD hands over the dented items to the mechanic after logging in the maintenance register and proper recording is done during return after repair. Log Registers are maintained in every lab. The major instruments in the labs are inspected by the external technicians and proper calibration and rectifications are done by them. For this, proper quotations are invited from approved technicians and companies, through the college office. Perishable items, accessories and consumables are purchased every year through an adequate centralised system in the college. Purchase register is kept in the Department for all items. Equipment in all the laboratories are also maintained through annual maintenance contracts given to either manufacturers or their agents. Utmost care is taken by the faculties and lab assistants to ensure accurate functioning of the laboratories so that students can accomplish the experiential learning of theories they learnt in classrooms.

Maintenance of civil works like painting, carpentry, furniture repair, plumbing etc. are done from time to time. Annual maintenance of computers, projectors, scanners, printers, cameras are outsourced to different agencies. Every Department has its stock register for keeping records of its stock and equipment which is inspected and verified every year. The

Language Lab of the college is coordinated by the English Department. All classrooms, seminar halls, Buildings, Hostels are maintained under the supervision of the Administrator and the Management.

Students are encouraged to participate in extra-curricular and co-curricular activities and sport activities and also in Institutional, National and International competitions. The College has a sports Complex with Volleyball court, Basketball court, Lawn Tennis and Football ground. The students are provided with the required sports facilities and training in sports activities regularly takes place in the sports complex under the supervision of the Director of Physical Education in association with the Physical Education Instructors and coaches.

The Girls' Hostel of the college is under the supervision of a Hostel Advisory Committee, which looks after the managerial aspects of the hostel. A lady warden is stationed in the girls' hostel to manage the day-to-day affairs of the hostel.

Sufficient housekeeping staff is employed to maintain hygiene, cleanliness in the campus. An electrician is employed by the college who remains in the campus for maintenance of all electrical equipment and also for running the silent diesel generator set during electrical load-shedding. Wash rooms and rest rooms are well maintained. There are gardeners to maintain the gardens of the campus. The College has Chavara Park and Butterfly Garden. Generator, Water purifier, water coolers, pumps and other equipment are properly maintained. Suggestion Boxes are installed through which suggestions are received and implemented.

The College has an IQAC room which is used for IQAC meetings and discussions. The College has a canteen, where healthy and hygienic food is available. There are two seminar Halls with an LCD Facility which is used for seminars, workshops, conferences and Presentations. The College has a separate NCC and NSS room where the programme officers along with the cadets and volunteers keep their necessary things. Further there is sufficient parking facility for the vehicles of both the students and the staff.