

## **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

The College has followed certain procedures and policies for maintaining and utilizing physical, academic and support facilities like laboratory, library, sport complex, computers, classrooms etc., which are very conducive for students, teachers and non-teaching staff too.

**Academic Infrastructure:** Most of the class rooms are sophisticated and well equipped with good furniture and five classrooms are smart in nature with LCD projectors, Wifi enabled Seminar and conference rooms, the college has a well standard library with 32000 numbers of books and with internet and e-resources, 17 Laboratories with Bio-Tech Hub.

**Sports and extracurricular activities:** Gym facility, Football Training Centre, Indoor Wooden Badminton Hall, 300 square meter Play Field with Cricket Pitch and other indoor games facilities.

**Administration and other amenities:** Staff cabins, reception desk and Visitor's room, Record rooms, Canteen, RO water plant, Organic Garden, Solar Plant, Medical room, Girl's common room, Girl's hostel (200 residents), Boys Hostel (50), Campus residential facilities for eight families, Ramps and concrete footpath, Medical Unit, Vermi compost Unit, Historical Museum, Traditional Paddy Seeds Preservation Unit, Local Horticulture Preservation Unit, Bamboo Museum, Banana Garden, Botanical Garden, Biodiversity Preservation Area.

### **Maintenance of physical infrastructure**

1. The library development is done by Library advisory committee. The library has an experienced and knowledgeable library staff with required qualification. Books, journals and magazines etc. are purchased in consultation with teachers and staff members, under the supervision of the library advisory committee.
2. Each laboratory has dedicated lab assistants and attendants for regular maintenance of laboratory equipments and stock keeping of chemicals and materials on regular basis.
3. The college has 2 coaches in badminton.
4. The computers and internet resources and other facilities in the college campus is provided through the College Computer Centre.
5. The college campus is protected through CCTV and the college has two securities at day and night.
6. The Campus Development committee of the college monitors and work to give a beautiful environment to the campus with the help of gardeners and care takers.

7. The hostel has hostel warden, monitors and mess staff to manage the functioning of the hostel.

8. The college has a medical room for the staff and students and two doctors used to visit according to the demand of the college.

9. College campus has an efficient team of cleaners, Electricians, Plumbers and housekeeping in college maintenance.

10. The college has Student Grievances Cell and the college takes initiatives to solve the problems of the student.

A simplified and transparent procedure is followed in the utilizing the available facilities in the college.