

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities

The college has a simple policy and mechanism for maintenance and upkeep of the infrastructural facilities. The Physical facilities are maintained by college administration with the help of supervisors. Optimum working condition of all properties/ equipment's on campus is ensured. The principal confers the management for maintenance of buildings such as repairs, coloring internal roads etc. The management allocates the budget from the available financial resources. The college takes care for optimal allocation and utilization of the yearly budget for maintenance.

- The college utilizes its physical infrastructure maximum by operational time table made for maximum use of utilization. The college space and classrooms are allocated for different activities such as ground tournaments, classrooms, auditorium for functions, external communities, computer lab for offline online exams of different agencies etc. Class rooms are cleaned by supportive staff. The principal and administrative office, ladies room, washrooms, common room, toilet etc. are cleaned on daily basis.

- Sport facilities: The College has developed play grounds like Basketball, kabaddi, Khokho, Handball, cricket, etc. for games. The director of Physical education sports maintains the record of utilization of these grounds. The maintenance of these sports.

- Laboratories: There are seven laboratories in the departments of Chemistry, Botany, Zoology, Physics, Computer, Geography etc. All the labs are well equipped with required scientific instruments. The college arrange providers and suppliers for the services of calibration and repairs of various equipment's

in laboratories. Head of the departments take care whether the equipment's are working with proper calibration.

- Library: The books are issued to the student and staff on their library cards.

The library is open for 8 hrs. on all working days. Students and teachers can access books online with the help of OPAC software. INFLIBNET online portal is available for faculty. There is a library attendant to keep the library resources clean and tidy. The pest control of library books is done as per requirement. There a provision of fire extinguisher.

- The college frequently appoints laborer and experts as per necessary in the field of maintenance of the equipment and infrastructure facilities to maintain the Xerox copier machine, water filter, Generator, Inverters, CCTVs etc. Maintenance of these facilities is done regularly as per the requirements.

- The college has proper electrical installation. Transformer for the whole campus is ongoing by the distribution company. The college has Generators for alternative supply of power. UPS and stabilizers are used for the sensitive equipment's. There are three tube wells with proper pump facility and supply connections in the main Buildings, Laboratories, etc. The tube wells and other electrical repairs are made with the help of local experts.

- Maintenance of botanical garden other plants is done with the help of gardener.