

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Library

Procurement of Learning Resources: A regular and systematic effort is put into stocking the library.

Procedure of procurement of Books/Journals:

Initiation of Acquisition: Concerned faculty members recommend books to be procured in their respective subjects.

Classifying: As per the Dewey Decimal Classification (DDC) 22nd schedule, books are classified and class numbers are assigned.

Cataloguing and stamping: Bibliographic Details of each book are entered into Cataloging Module database according to AACR2 (Anglo–American Cataloging Rules) Standards. Books are also stamped
Circulation Policy: Borrowing period is 15 days.

Library Rules & Regulations: -Students are instructed to maintain silence in the library premises. Students are advised not to bring their personal belongings & books in to the Library, except a note book for making notes.

Soon after their scrutiny the students are allowed to barrow the books according to the roaster prepared by the library staff. Provided that students have the ID card with them which is issued by the admission section.

The Issued book should be entered in the Book Issued Register at the checkpoint before taking out the issued books.

Library Advisory Committee (LAC)

It is constituted by the Head of the Institution and consists of Convener Library Committee and all the heads of the Departments.

Laboratory: - The laboratories in the college are furnished according to the statutory rules. Necessary equipment and material is procured to deliver to the students the best standards of education. After receiving verification from the HOD, the same is duly attested by the Principal.

Utilization: In accordance with the timetable framed by the concerned HOD's, the students conduct practical's in their assigned labs with assistance from the lab assistants and lab bearers.

Maintenance: Before the commencement of the academic year, a lab audit is conducted and a report on the requirement of new equipment, replacement of the old equipment and modernization

of machines/software is prepared along with requirement of consumables, non-consumables as per the university guidelines to conduct experiments. Regular inspection of Equipments is organized. The following list are displayed on the notice board of the lab:

List of experiments, List of equipments, Chemicals and Glassware, Lab assistants and Lab bearer.

Classroom: - Soon after the completion of the admission and the commencement of the academic year, the Heads of departments propound the requirement of classrooms to the convener. The convener timetable committee frames the timetable and allots the halls and time to each semester as per the strength of the students.

Maintenance:-The benches and windows are cleaned and mopping of the class rooms is done every day by the sweepers.

Sports: - A sports committee is constituted every year, consisting of students as well as faculty. All the records of equipments and other supplies are maintained.

The students are provided with various sports kits and equipments. They participate in inter-college and inter-university matches. The college is facing the problem of non availability of sports ground ,the students are taken mostly to university sports ground for practice

Institution has he following facilities:

1. Well equipped gymnasium facility.
2. An indoor badminton Hall.
3. A Table-Tennis hall.
4. Multipurpose court under construction.
To manage all sports activities, the services of a well-qualified Physical Education Instructor are utilized.

Computers

Most of the official and academic work is being carried out by using computers.

The college is in possession of three computer labs and a browsing canter with intranetworking and 24*7 uninterrupted power backup. Besides, every department of the college including administration, admission, and accounts sections have working computers and related hardware.