

4.4.2 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)

The Institution has developed procedures and policies for maintaining and utilizing physical, academic and support facilities. The laboratories in the institution have their heads who decide and develop policies and procedures to maintain them. The requirements of instruments and materials are pointed out and informed to the Principal. The heads of all the laboratories work out timings of experiments and inform them to the students. The laboratory assistants individually supervise each students while they are doing the experiments. The security and the health of the students are taken care of. The damaged materials are removed and the laboratories are cleaned by the Peons.

The library of the institution is a unit to be boast of. As the head, the Librarian, who is of the Professor rank, decides policies and procedures to maintain and to utilize the library. At the beginning of academic year, he asks the recommendations of books from all the departments. This procedure is closely followed and books are made available for both students and teachers. The students and teachers can borrow book all the days of the week during its time. The worn out and mutilated books are removed and sent for binding. The cleanliness of the books and the library is maintained by vacuum cleaner and by manually. Pest control is used to stop the decay of library collection.

The institution has its own sports complex. It consists of playgrounds and indoor sports hall. The sports complex is available for students, teachers and even for outside people. The students who are free from their classes can avail the sports facilities. The batches of the students are made for purpose of training and practice. The games like Kabbadi, Kho-Kho, Volleyball and Cricket are always played. In the indoor hall the games like Tennis, wrestling, shuttle badminton, and volleyball are being played. The regional tournaments are arranged for students. The sports teacher decides the time and game to be played on a particular day. The campus is maintained with the help of hired sweepers and sometimes with the help of college students. Allocation of budget is made for sports.

The institution has ample classrooms for the purpose of teaching and other curricular activities. Out of the numbers of classrooms, seven classrooms have smart boards and internet facility. It is seen that every teacher must use smart board classroom at least three times within a week. The maintenance of the smart board classrooms and other classrooms is done through machinery.

The institution has 4 computer laboratories on the campus. Two labs are BCA labs, one is language lab, and one is library lab. Students interest in doing course in computer can seek admission in one of these labs. Each lab has one head to decide and to maintain it. Care has been taken to upgrade all these laboratories with computers of high configuration.