

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.

LIBRARY :

Library has modern facilities including internet connectivity. Purchase of new books is done in the beginning of each academic year also as and when the need arises, by procuring the list of books from each department. This is followed by giving purchase order, delivery, giving accession no. labeling, indexation arranging according to the subjects in bookracks. Books funded by government Higher Education Department. Library timings are from 8 am to 4 pm from Monday to Saturday. At the end of the academic year, stock verification is done. Maintenance of damaged books is done by the binding section.

SPORTS :

Each academic year seeks fresh enrolment of students for indoor outdoor tournaments. The final list of teams is intimated to the University, coaching plans are drawn up at the campus. Practices for indoor outdoor tournaments are held in the morning's evenings respectively. Students receive their sports daily allowances/refreshment as per rules. Sports equipment purchase is done as per the requirements. All the details of team's financial aspects are recorded.

ICT RELATED SERVICES :

For ICT maintenance technical personnel are hired/outsourced in college and to manage ICT a system analyst is hired. A periodic check of all the devices and maintenance of software is carried out as and when the need arises. If the system requires any repairs, College development committee get it repaired by hiring technical a maintenance slip is filled and given to the office. The technical personnel is from local market.

OTHER FACILITIES :


Periodical servicing of facilities like Water filters, A.C.s, Fire extinguishers, LCDs, etc. are done as per the academic calendar. All classrooms washroom upkeep is regularly carried out by special supporting staff, the supervision of which is done by the development committee. Regular building maintenance is carried out at periodic intervals.

LABORATORY :

In the laboratory calibration of instruments is done periodically. Transparency is maintained in purchase by inviting quotations from 2 to 3 reputed/sole manufacturers' dealers. The order is finalized on the basis of quality/cost/service with the dealer. For conducting practicals, the requisition list is given to the laboratory assistant, a day in advance, on the basis of which the laboratory attenders keep the requirements ready. All chemical preparations are done by the laboratory assistant. Collection of specimens is done by the field collector. Any breakage of glassware by the student is recorded by laboratory assistant. Glass wares/apparatus / utilities including the laboratory space are cleaned by laboratory attenders. During practicals, electrical appliances used are kept back by the laboratory assistant.

CLASSROOMS :

Classrooms are wide and spacious, well-lit and ventilated. The classrooms are dusted and swept regularly after the completion of all the lectures at the end of the day by the cleaning staff. Repairs and maintenance of the furniture's as well as electrical appliances are being done as and when the need arises.


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