

Procedures and policy for maintaining and utilizing physical, academic and support facilities:

The procedure and policy for maintaining and utilizing physical, academic and support facilities are regulated by the management of the college as per requirements and availability of funds, which is approved by the governing body and building committee.

The principal holds a regular monthly meeting with all the heads of departments to assess and report on the academic aspects of the institution. It is also a meeting to discuss various issues related to the welfare of the students and the college. There are other committees, i.e., sports committee, library committee, feedback committee, college week committee etc. in the college who have their own meetings to discuss and deliberate on the programmes, activities which the college use to conduct regularly, i.e., College week, Sports, Felicitation Programmes, Cultural programmes, workshops etc. The departments also use to conduct their own programmes, for example ‘Sawangka Festival’ by the English Department.

The feedback committee used to conduct regular student’s survey to assess the needs of the students. Apart from the principal office, there is also a separate office; the students centre, which caters to the queries and needs of the students.

The administration with the help of support staff inspects the classrooms before starting of the academic session for any repairs, painting etc. Repair works and maintenance of the campus is

done when the need arises. Issues and matters related to such works is managed and taken care by the college administration.

There are non-teaching staff; Laboratory assistants, cleaning staffs, gardener, care taker etc, who are responsible for the daily maintenance and upkeep of the campus infrastructures. The duty of the cleaning staffs and gardener is to maintain cleanliness, beauty, and greenery of the campus. There are CCTV cameras installed in strategic locations in the campus.

All the science laboratories are maintained by lab assistant with the support of teaching staff.

All the laboratory equipment's are recorded in a stock register and each department is required maintaining an inventory listing laboratory requirement for the next academic session. Each department is responsible for the management of the department laboratory.

The computer network system in the college is also maintained and manage by a staff with the support and guidance of the BCA department of the college. Any minor maintenance is done by the staff, whereas the major issue is handled by the college administration.

The college has a library with the seating capacity of 200. A library committee has been set up for assisting the librarian and other staff for effective running of the library. Every year departments are required to provide lists of books to be procured for the forthcoming session. The library staff maintain the library, binding, cataloguing, checking of books is done by the library staff regularly.

With regard to sports, the college has fairly good facilities for outdoor and indoor games there is a store room to keep sports articles and uniforms of the students. The college sports committee is looking after all the sports related activities.

The college is also recognised as a centre where national level exams (UPSC) and state level exams are held.