

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)

### **Physical facilities:**

The physical facilities including Laboratories, Classrooms and Computers etc. are made available for the students those who are admitted in the college. The students seek admission to desired courses including a laboratory curriculum they are charged for the laboratory expenses at the time of the admission as suggested by the statutory body in addition to that additional expenses are allocated by the management. The infrastructural facilities are utilized regularly by the students but sometime it is also made available for the other governmental and the non-governmental organizations for conducting the exams like scholarships etc. if not in use for the said period. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the non-teaching staff and in major cases the college goes for the maintenance contract to local experts. The college garden is maintained by the gardener appointed by the institute. The college has adequate number of the computers with internet connections and the utility software's distributed in different locales like office, laboratories, library, departments etc. All the stakeholders have equal opportunity to use those facilities as per the rules and the policies of the institution. The central computer laboratory connected in LAN is open for the students as time permits them, the office computers which are also connected through the LAN is consisting of the office software making work easier and systematic are restricted their use only to the appointed office staff. Electrical and the Plumbing related maintenance is done with the help local skilled persons and the expenditure is done from budget gained by college from different sources.

### **Academic and Support Facilities**

The academic support facilities like library, the sports and the other platforms supporting overall development of the students like NSS, Sports, Skill Development Cell etc. Accession to library is permitted at the cost of the deposits as caution money. Budgetary provision is made in the budget of the college for the library maintenance. The activities like fumigation and keeping library clean is done frequently by library staff. The sport department of the college is meritorious having trained full time sports teacher who guides, trains & motivate students to participate in various level of competitions. There is a playground adjacent to the college building which is

maintained by the management & all the stakeholders are allowed to use the grounds. College supports the students preparing them for competitive exam and motivate them for research, debate, cultural competition etc.