

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)

Physical and academic facilities provide the base for equal allocation and utilization of facilities based on the necessity of the educational, research and administrative activities. Effective and optimal utilization of facilities need to be centrally coordinated. Policy may help : To organize different activities systematically without any difficulties, To improve the communications skill and personality development among the stakeholders, alumni and caretakers. To setup a process for the effective use of academic flexibilities and infrastructure facilities. This policy is mainly adapted to execute the following types of facilities available in the college such as Administrative Office, Auditorium/Conference Hall/Classrooms, Improved Gym and Standard Sports Pavilion, Library and Study Room, Research Laboratories

Administrative Office :

Well Established fully automated administrative office is the crown to the college. Office is equally accessible academically to all the HODs of the various Department (UG and PG), staff members. The Principal allocate the time to access the office.

Auditorium Hall Conference Hall:

Auditorium Conference hall is allocated jointly by respective convener and Principal. For various academic and extracurricular activities, Auditorium Conference Halls are allocated. Auditorium Conference hall are also accessible to the external users with prior permission of the authority.

Gym Sport pavilion:

College authority laid down the rules for the efficient use of Gym Sports facility available in the college sport pavilion. Guidelines for the use of Gym Sport pavilion is displayed in the sports pavilion. College authority has got all the rights to change the guideline. Sports facilities available in the college are mainly used to carry the competition, sports education and recreations by college students.

Class Room Assignment:

Time table committee and Principal look after the efficient use of classrooms based on the strength of the subjects. Appropriate classrooms are allocated to the students time table committee also allocates the “ICT” based classrooms for student’s seminars, interaction and Quiz. Grievances given by the students or faculty is brought to the notice of time table committee and problem is resolved satisfactorily. Classrooms can also be used by external users such as conducting the competitive examination, civil service examination etc without affecting the academic calendar of event. However, prior permission is need by the authority to use the class rooms.

Laboratory use:

Head of the department, time table committee allocate the laboratory classes without causing any hindrance to the student. Care is taken to ensure that whether the student is using the laboratory efficiently or not. We notices regularly the activities of the students through the login register of the Libratory.

Library :

Student has to fill the membership form to become the member of the library. Student ID card is issued by the librarian in consultation with Principal. Students are given two books on ID and same may be returned within a week. Library is fully automated and the information about the availability of book, journals, magazines etc. can be accessed from the Department itself.

Examination Branch:

College has a separate examination branch where the students submit their application for their semester examination application online and the examinations , evaluation, revaluation, announcement of results. etc work will be performed by examination branch time to time as per calendar of events of our college.