

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

1. The principal of the college initiates the construction, maintenance, and repairing related activities as and when required.
2. While purchasing an equipment it is always ensured that the installation charges and maintenance charges (within warranty period) are borne by the company that delivers the order.
3. The timetable of the college is prepared in a manner that all the classrooms are fully occupied and utilized. PG classes can be run in smaller rooms, while UG classes are given larger rooms.
4. To ensure optimal use of laboratories batches of students are made and the timetable of the same is displayed on the notice board of the department concerned. This also helps in maintaining order and discipline in the laboratory and effective practical learning.
5. The reading room of the library remains open during the college time and students are allowed to read the books, magazines, newspapers, etc. only during leisure time. The books are issued to the students through the library cards provided to them according to the days and time allotted for the purpose.
6. The sports field is used by the students during free periods and in the evening after the classes are over. The sports material is issued to the students for home practice also, especially those students who are members of the college team.
7. In case of power failure, supply of electricity and water is ensured by a backup system of generator and inverters, etc.
8. Proper cleanliness and hygienic environment is maintained in the classrooms, laboratories, library, department rooms, Sports Complex, girls common room and toilets.
9. Keeping in view the limited financial resources, the college gives priority to students of vocational courses for the use of computers and ICT tools. The other students of the college may also avail the facility whenever the systems are free.
10. The teachers and other staff members also use library and other facilities available in the college.