

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

The Institution provides suitable facilities according to the needs of the various courses as and when required. For Curricular and co-curricular activities. Classrooms-22, Laboratories-18,( Chem.-3, Phy-2, Bot-1,Zoo-1,Biotech-2, Micro-2, Comp-6, Eletronic-1),Exam rooms-2, Ladies room-1, Seminar cum Conference hall -1, Botanical garden, Stage for cultural activities , Sports, NSS, NCC, Staff common rooms, Store room and Staff quarters etc. Every laboratory is provided with the necessary equipment and apparatus. In teaching learning process Charts, models, structures are provided

**Extra –curricular activities –**

Sports: Sports kits for chess, carom, cricket, Volley ball, Badminton, Athletics events material are provided for indoor and outdoor games. Gymnasium and Auditorium available. NSS, NCC, Cultural activities, public speaking and communication skill development program conducted in conference hall. Yoga day activity conducted on college ground, health and hygiene awareness programme organized in hamlets.

College library is partially automated and Uses **SOUL 2.0** Library Management Software. In computer labs, depts. Office, library IT facilities including LAN are updated regularly. There are 4 PCs in library for internet browsing and 6 PCs in IT department for students internet sharing. Firewall and Social network sites and ecommerce Web Pages are restricted. PCS are protected with latest versions of antivirus single firewall system install in and updating Internet sharing PCS are formatted at the end of each term. The maintenance of all IT related equipment, phones, intercom etc. is outsourced.

Routine cleaning and dusting of the rooms, office, laboratories and campus is carried out by the non-teaching staff and attendants of each department. Common areas and toilets are cleaned and maintained by staff hired on daily wages. The water supply, water storage, cleaning of storages is carried out by the support staff. Maintenance of water of cooler, sanitary pad, vending machine, electrical equipment is taken care by support staff. 5 gardens are also maintained by support staff. The yearly maintenance of these gadgets and equipments are outsourced. The sports equipment are jointly taken care of /by a teaching staff and office.