

Procedures and Policies for maintaining and utilizing physical, academic and support facilities

The college has well-established systems and procedures for maintaining and utilizing physical, academic and support facilities. The college administrator takes care of all the assets of the college. She is the overall in-charge of all facilities and coordinates the same through Heads of Departments, faculty, administrative staff, lab attendants, librarian and library assistants etc. The campus is under CCTV surveillance, ensuring the safety/security of the persons and assets. The security personnel ensure the safety of the campus with strict vigilance round the clock.

They monitor the entry and exit of vehicles and regulate the parking inside the college. The maintenance manager is in charge of the infrastructure of the campus. Any furniture repair is attended to immediately by able carpenters. Construction, repair and renovation works are carried out in consultation with professionally qualified consultants. Full time electricians look into the electrical works, maintenance of UPS, functionality of AV systems for events, etc. Housekeeping staff take care of the regular cleanliness of corridors, washrooms, classrooms, laboratories and the premises.

Fire extinguishers and safety devices are placed on all floors, laboratories and halls. Water coolers equipped with RO water filters are available all over the college and water potability is tested for water purity every fortnight. All laboratories are furnished with the latest necessary equipment to deliver the best standards of education. Proper use of laboratory equipment is explained to students. The log/ stock registers are maintained, and stock checking is done at the end of the academic year. Departments identify the required equipment, chemicals or samples for the next academic year, and the list is submitted in principal's office for approval before procurement.

Lab rules, safety precautions and procedure of conducting experiments are regularly updated on the lab notice board. The Library is fully automated and has over 88,000 books, apart from online books and journals. All technical activities, catalogue and circulation are automated. The library staff conduct orientation to the first-year students to explain the use and maintenance of the available facilities.

The college has playgrounds, indoor stadium, gymnasium, yoga centre which are utilized by staff and students to the maximum. The faculty and coaches of the Physical Education Department monitor the sports infrastructure and ensure proper use of the same by students/staff. A team of system administrators, assisted by competent lab faculty maintain the computers, and other ICT tools available in the classrooms and labs.

Repair/ up-gradation/ purchase of hardware/software, proper functionality of internet/intranet/LAN facilities are also taken care of by the system administration team. In case of requirements like printer cartridges and other stationery items, the Department Heads could place an order/request through ERP and the requirements are procured promptly. The college has a health centre for the medical needs, a counselling room for the therapeutic requirements of staff and students.

The college has a Research Resource Centre for advanced level experiments, and research. The American corner serves as research and resource centre. The prayer rooms provide the much-needed serene ambience for the spiritual minded.