

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

1. The college provides modern facility for all the students and staff members for their welfare. The college campus is surrounded by some greeneries which makes the college a good place for teaching and learning. The allocation and utilization of the available resources are optimized for maintenance of the facilities. The College has many employees to maintain the college infrastructure like Class rooms, Library, Computer & other Laboratories, Canteen, and the College Premises.

2. College Administration has monitored the infrastructure maintenance activity for ensuring clean campus. Classrooms are cleaned every day. Repairing of doors and windows are done periodically. The teaching aids like blackboard/ Whiteboard are checked every year to have its smooth functioning. The students are expected to maintain discipline in the class rooms. College has Laboratories of various departments. Necessary Equipment are procured in structured manner and is maintained regularly. Students has used it as per their programme schedule.

3. Technical Staff members are employed to maintain Internet Centre, Computer Laboratories and Science Laboratories like Microbiology, Zoology, Botany, Physics & Chemistry. Students have used computers and laboratory equipment with at most care.

4. All the laboratories are kept clean. The Laboratory Assistants are employed for maintenance of instruments. Safety sign boards are displayed, first aid box is available and Fire extinguishers are installed in all science laboratories.

5. Electrical connections are checked every year in laboratories. The worn-out hardware in computer laboratories or worn out and broken equipment are identified and replaced immediately. The students have worn overcoats while they are in Science laboratories. All students have followed the instructions given by the faculty members.

6. Library staff have undertaken some steps to preserve the reading materials as Naphthalene balls are replaced once in three months, Binding machine is used to repair the worn-out books instantly and it is replaced if necessary, Stock is verified to maintain the quality and quantity of materials every year. Misplaced books are arranged on daily basis. Library have cleaned regularly. Gardeners are being employed for upkeeping of plants and maintenance inside the college premises.

7. Security Guard ensure the safety and security of the college premises throughout the day.

8. Painting the buildings, Water Purifier, Air Conditioner, UPS maintenance, CCTV Network, Wi-fi Network and Biometric Device are outsourced for the better performance of the equipment.
9. The electrical circuits and equipment are checked periodically by electricians.
10. During rainy seasons, Pesticides was sprayed at campus to kill mosquito larva.
11. Due to Covid Situation, Sanitization measures are in full swing. All the floors, Principal's Chamber and offices are being sanitized for safety of some faculties and non-teaching staffs who attend the college for administrative purposes. All of the staffs have been asked to take precautionary measures including wearing masks and washing their hands.
12. For this purpose, college has arranged sanitizer and Handwash at all washrooms, office, staff room and main gate and also give surgical masks to all staff at free of cost.