

4.4.2. Procedures and policies for maintaining and utilizing physical, academic and support facilities- Lab, Library, Sports complex, Computers, Classrooms etc.

The institution has its own procedures and mechanism for maintenance of infrastructure and facilities. Various committees have been constituted to look after the maintenance of physical, academic and support facilities. They are Building Committee, Purchase Committee, Library Advisory Committee, Technical Committee and Sports Committee.


Building Committee: The committee comprises of Management representative, Principal, few senior faculty members, and a civil engineer. The committee makes arrangements for augmenting infrastructure in the college as per the requirement. It carries out the required civil works and other repair works.

Library Advisory Committee: The committee comprises of Principal, all HODs, administrative staff and Librarian as member secretary. Decision regarding the purchase of required latest Books, Journals, other information materials and upgradation of technical facilities etc. are undertaken. The required books are procured in advance before the commencement of every semester based on the recommendation of faculty of all departments. Then the books are processed with technical work, organised and shelved for the use of readers. The library materials are maintained regularly. The cleanliness of the departments is given priority. The rules and regulations of the library is displayed in the notice board for the users and we insist on the readers to strictly adhere to them in order to help us to render effective services.

Sports Committee: This Committee comprises of Principal, PED and few faculty members. Decisions regarding sports activities to be conducted for the academic year are decided in the meetings. Accordingly, provision has been made for Indoor games by providing required facilities in the sports room and sports equipments are made available with the purchase of sports goods as and when the funds are available. We have arranged for play ground to conduct sports activities. We encourage students to participate in inter collegiate, university and state level sports events.

Technical Committee: There are two computer labs available in the college. We have established Network Resource Centre in the college library with the financial assistance of UGC. Students are making use of these centres for their academic preparation. Computer Awareness programme is also being arranged for the beginners every year. Sufficient number of computers is provided for students.

Discipline Committee: There is an availability of required number of classrooms for conducting classes for the programme being offered. The committee members monitor the classrooms and are kept ready everyday before the classes start. There is an availability of black, green and Interactive boards with multimedia facility in almost 5-6 classrooms. The committee advises students to maintain discipline in the campus. The attenders are made engaged with the maintenance of campus, classrooms, furniture, equipments and infrastructure. The services of electrician, computer technician, plumber, carpenter etc. are availed by out source personnel and the equipments are maintained for academic and support facilities. Security measures are taken for the safety of students in the campus.


Principal


Principal