

4.4.2 – Procedures and Policies for Maintaining and utilizing Physical, Academic and support Facilities - Laboratory, Library, Sports Complex, Computers, Classrooms Etc.

Physical, Academic and Support Facilities

The physical, academic and other activities of the college are monitored by the Chairman and Secretary, Principal and the office bearers. The management constitutes various committees to ensure the overall progress of the institution.

The Principal convenes the HODs meeting and also the Senatus meeting in the beginning of every academic year. The academic activities are chalked out. A calendar (handbook) is released every year, listing out the activities of an academic year, various committees etc. The Heads of all the departments prepare the master timetable. They also prepare the individual timetable of the staff members. Then, they submit the timetable to the Principal for approval. The allocation of classrooms for students is done under the supervision of the Bursar. The internal exams are conducted as per the college calendar. Marks are entered in the university portal within the stipulated time span.

The campus is neatly maintained by the grade IV staff (sweepers). The Bursar allots the schedule every week and they follow it accordingly. They clean the washrooms and campus regularly. Every department has an attender (non-teaching staff) to maintain cleanliness and hygiene. The Bursar, in consultation with the Office superintendent allots attenders for each department. There is a well experienced electrician cum plumber who works round the clock. The maintenance works are carried out as and when it arises. The management upgrades the infrastructural facilities whenever the need arises.

Laboratory

There are ten laboratories in the college. Each laboratory is monitored by the concerned allotted staff member on rotational basis. There are lab assistants for each laboratory. The staff and the lab assistant are responsible in maintaining and upgrading the lab with necessary equipments as per the syllabus. They make a note of the broken equipments and breakage fee is collected from the students. They take a stock of the equipments and prepare a list of the required items. It is then handed over to the purchase committee. There is a heritage old museum in the Zoology lab. The purchase committee takes initiative in purchasing the lab equipments, specimens, chemicals and other accessories with the approval of the Bursar.

Library

The library is monitored by the Library Advisory Committee. It constitutes the Principal, the librarian and selected staff members. There are two supporting staff in the library. There are approximately 24,414 books at present. Every year books are purchased and the racks are updated. There are

also sufficient journals and magazines for each discipline. There are entry registers for students and staff members. The library functions from 8:30 a.m. to 6:30 p.m. on all working days. It will remain closed on Sundays and National Holidays. Students can borrow books from the library on token basis. The undergraduate students are issued two tokens and post graduate students are issued four tokens. There is facility to take Xerox in the library. Currently, it is being updated to a digital one.

Sports Complex

Sports activities are carried out under the eminent guidance of the Physical Director. There is an Assistant Physical director and also a marker. There is a spacious basketball court in the main campus. The De Boer campus has a sprawling lush green ambience. It has a vast stadium comprising of ten acres. Sports training, practices and competitions for both staff and students are conducted regularly. There is a physical fitness facility (gym) for students and staff. Students and staff make use of this facility. The fitness equipments are purchased as and when required to cater the needs of the students and faculty members. Ramps & Rail facilities are arranged in all the blocks of the campus in order to meet the needs of the physically challenged students.

Computers

There are 154 computers in the computer labs. Besides these, each department has a computer and printer. Students use the computer lab to do their practical works. In case the computers are under repair, the expenses are borne by the management. There are computers in the office too. The office staff use them to expedite their work.

Classrooms

There are sufficient classrooms in the college. All the classrooms are adjacent to the respective departments. The classrooms are cleaned daily by the non-teaching staff (attenders) of the concerned department. All the classrooms are well ventilated. There are adequate furniture, fans and other accessories to facilitate the teaching process. The size of the classrooms is as per the regulation and specification. LCD projectors are available in most of the departments. There are smart classrooms in most of the departments. Common LCD projector is available in the institution for the multiple use of the departments. The repair and maintenance of the furniture and electronic gadgets of the classrooms are reviewed under the guidance of the non-teaching staff of the concerned department



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