

Institutional procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. are as under:

The HoDs and respective Teacher In-charge of various support facilities make a note of various maintenance works to be undertaken during the year and informed these to the principal. The principal then places the proposal of different maintenance works on priority basis to the Governing Body for approval. The principal of the college has signed 7 Annual Maintenance Contracts (AMC) with different firms for maintaining – 1) Computer – hardware & software including CCTV 2) Electricals – good, repair & replacement 3) Furniture 4) Plumbing works & water supply 5) Online portal maintenance 6) Website maintenance and 7) E-waste disposal. These firms look after the maintenance of computers, equipment and different support facilities of the college. Maintenance works that need urgent attention are usually completed immediately while longer projects are carried out during vacation.

Stock register and dead register is maintained by the principal's office to keep records of the computers, IT products, equipment etc and updated regularly to trace the non-functional item.

The library is maintaining accession/stock register of the collection and updated regularly. Weeding out of old and obsolete collection has been carried out annually and recorded in the dead stock register. Other maintenance work like binding, pest control, dusting and cleaning has been done on regular basis. A contractual person has been engaged for regular dusting and cleaning of the library while the pest control and binding has been done by engaging technical vendors on contract basis. Policies for using the college library are framed by the library committee and detailed outline of the rules and regulations governing the use of library resources have been displayed in the library reading room, notice board as well as in the prospectus and college website.

College canteen is monitored by the canteen committee which looks after the hygiene and quality of the food served. The contract of the canteen is given on lease to different firms through inviting applications in the notice board.

There are five science laboratories viz. Physics, Chemistry, Botany, Zoology and computer in the college. Every department is maintaining a stock register for keeping the list of equipment, chemicals, glassware etc used in the laboratory and updated regularly to keep the account of used and unused materials, chemicals, glassware etc.

The HoD s of the respective science department informed to the principal if any maintenance works needed and contractual technical person has been engaged accordingly.

There is a Girls Hostel Management Committee which appoints a hostel warden for smooth running and management of the Girls Hostel. Maintenance of Girls hostel has been carried out by the Warden after getting approval from the management committee.

Sports and Gym facilities are managed and maintained under the supervision of a teacher-in-charge appointed by the principal.

Campus maintenance, renovations & upgradations are carried out under the supervision of college authority. Cleanliness and beautification committee looks after the cleanliness & beautification of the campus.

Day to day cleanliness of classrooms, toilets etc. are done by engaging contractual worker and jamadar regularly.

Day to garbage is usually collected and deposited in the GMC garbage collection point.

Utilization of various physical facilities viz. classrooms, laboratory etc. are vary in different extents. Classrooms are of two categories such as Departmental classroom & General classroom. Department classrooms are exclusively used for departmental classes while general classrooms are shared by many departments for holding common classes of different subjects such as General English, MIL etc. as per the class routine. These classrooms are also used for holding examinations of the University. Besides, the classrooms are also being utilized for holding outside examinations (usually on Sundays) of different organization for which college received a centre fee/rent and mobilized resources. Computers of different departments are used for classroom preparations; project works as well as for accessing online resources by the faculty and students. Computers available in the library are exclusively used for retrieving information, digital library resources as well as web resources by the students and faculty members.

Publication committees appointed by the principal are responsible for publication of college newsletter viz. Chronicler as well as other publications such as seminar proceedings, book, college magazine etc.