

## **Procedures and policies for maintaining and utilizing services**

**1-Response :** The institute has adequate facilities and equipment, which are regularly maintained. A disciplinary committee has been constituted in the college so that discipline and protective measures can be adopted. Institution regularly inspected all essential facilities like electricity, drinking water, stored water, sanitation etc. Institute has appointed electrician, gardener, sweeper ,peons etc. and they pay attention towards their work regularly.

**2- Maintenance of Laboratories :** There are 21 labs and 3 resource Centre in the college for the execution of practical of Science, Arts and B.Ed. faculty. Faculty members of each subject maintain the equipment records and lab technicians is directly responsible to maintain the laboratory equipment, chemicals and check the stock register regularly. The stock in the laboratory is physically verified annually by the committee formed by the principal. Damage or discharge and process to right off is done by the concerned committee. Repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.

**3- Library :** The library committee, consisted of faculty members from all streams and the librarian, look after the maintenance and utilization of the library resources. The requirement with cost of books is taken from the subject teachers and library incharge is involved in the process. The finalized list of required books is duly approved and signed by the principal. Stock verification of library is done at the end of academic session and weeding out process is done as per government rules. Schedule of issued and returned books is prepared each class wise. It is mandatory for the students to ensure return of books before appearing in the exam. Library provide reading room facility for the students.

**4- Sports Complex :** All sports amenities are under the Sports Department. Institute have Gymnasium and a adequate playground which are well maintained and optimally. The institute has utilized sufficient space for indoor games like carom, table tennis, badminton, boxing and many more. We also have facility for outdoor games in Government stadium of the city if required. The college organizes annual sports day for extra-curricular activities. The regular students of the institute participate at district, division, state level and All India Inter University tournaments. The college has a separate building and maintenance committee which look after the infrastructural needs in the preview of academic growth of the college.

**5- Computer Lab :** The institute has two computer labs with 21 computers for students as well as faculty members. Common technical problems are solved by the faculty or staff of the department. If there is any major problem, it is done with the help of external technician. Funds are provided by the principal to maintain computers in the computer labs.

**6- Class Room :** The maintenance of class rooms is a regular exercise after the admission process every year it is ensured that all the class room had adequate number of chairs desk. The stock verification maintenance of furniture & other electrical appliance are checked regularly.