

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc., (2021-2022)

Our institution tries to allocate and utilize the available financial funds properly and effectively for laboratory, library, sports complex, computers, classrooms etc.

Laboratory

Every beginning of the new academic year, new instruments and chemicals needed to buy is listed by lab assistant under the purview of Lab in-charge staff and Head of the department. The instruments will be purchased according to the needs of the student research and related to contemporary skill set.

Library

Regular meetings are conducted with the management and the librarian regarding the development and needs of the library. Yearly once books will be purchased that too with the concern of the subjective and experience faculties. In library the entry and exit of the students and faculties will be recorded by the librarian. Library books are well stacked in accordance with Dewey Decimal Classification System. Binding of old books are done from time to time. Journal/Magazine, Daily Newspapers, Employment oriented Newspapers are subscribed on a regular basis. Digital library awareness such as OPAC is given to all the students to develop their knowledge vast.

Sports

Head of the Department of Physical Education is in charge of Sports and Game. He coaches the students before any type of tournament or competition and regular practices will be given to them. Sports equipments are purchased when required. Physical Education trainers always encourage the students to participate in state and national level tournament.

Computers

Utilizing the college funds five computer labs has been established. The first three labs are Computer science lab, the fourth lab is CAD/CAM lab and the last fifth lab is English Language lab. Beside this Departmental computers are well upgraded and protected by antivirus. All class rooms, seminar halls and conference rooms are provided with projectors & laptops.

Class rooms

Every classroom has CCTV camera facility to monitor the student activities. A separate house keeper will be allocated to clean the each floor and the respective class rooms. A projector and its screen will be available in every classroom for digital and smart teaching. A full time electrician is engaged for maintaining and servicing different electrical connection and operating generators when there is power cut off.