

## **Policies**

### **College**

The college runs in two shifts and hence all the infrastructure facilities such as classrooms, laboratories, library and sports facilities etc. are utilized optimally. We have two Seminar Halls with Audio Visual System available for separate Arts and Science programs of our College. For booking of the seminar hall a formal permission letter to be sent by concern Head of Departments to the Principal for approval. The details of bookings are recorded in the separate diary/note for reference.

### **Library**

- Our college staff members and students are easily access the library for reading and borrowing books, magazines, periodicals, CD-Rom, e-library sources and other materials are available as per the rules for each category.
- The details of the visitors in the library were recorded in the entry register/note for future references.
- Maintenance, Annual Stock and Requirements are registered by the librarian and assistant librarian.
- The maintenance of the laboratory is managed by the laboratory assistant under the supervision of the HOD's. They are required to maintain an inventory of the equipment and carry out annual stock checking and scarp. Repairs and maintenance are handled as per the common policy of the college.

### **General maintenance**

The office maintains register to record the complaints related to classroom equipment, AC, Furniture, Fixtures, Plumbing, electrical work etc. Depending upon the nature of the complaints, the majority of complaints are resolved by the inhouse staff. If required, the experts from outside agencies are called. Annual maintenance contracts like library software.

### **IT infrastructure**

- Each year, the IT support staff has to carry out preventing maintenance such as servicing, cleaning, formatting, updating antivirus software etc.
- Use of common LCD's /Projector for lectures should be recorded in separate diary/note.

### **Sports**

- Annual stock and requirements are maintained by the physical director.
- The allocation of sports hours to be added to the class time-table.
- We have a separate outdoor sports ground.
- Students are not allowed to use ground sports materials during the examination periods.