

## **PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES**

Various committees have been formed by the Principal for the maintenance and proper utilization of the physical, academic and different support facilities of the college. The maintenance of the computers of the college like for periodic data base back-ups, software up gradation, office LAN maintenance etc. is done by the department of Computer Science. But sometimes outside help is sought for Server OS, office automation, online admission process etc. The College infrastructure includes modern Gymnasium, indoor stadium having Table tennis, badminton, Carrom etc. and volleyball and basketball court and a playground attached to College boy's hostel. For differently abled students we have ramp in the new Science building. Fire extinguishers are available in the college campus for maintaining safety standards. A provision of a visitor's record book is maintained both in the IQAC and Principal's chamber to elicit feedback and suggestions. The college infrastructure is made available for holding government and public examinations. A clearance certificate from the library must be submitted by a student before the form-fill up of final examination to ensure the return of the books. The library subscribes daily newspapers (local and national), employment news, journals, and magazines regularly and library books and library books are arranged according to Dewey Decimal System. Online browsing (OPAC) is also available.