

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

College has made Annual Maintenance Contract with technician for any computer related problems. College has also made a Technical Support Committee for primary level check. If the committee recommends for a technical assistant then authority calls AMC technician to solve the problem. After solving the problem, technician has to take a signature of concern department head with a remark that the problem has been solved and if any material is used that also mentioned in the remark. Then the completion letter is to be submitted towards account section for final payment.

There is separate laboratory and store room for each subject/department. Every year college allocates budget to each subject to purchases equipments, chemicals and glassware's. After purchasing the same each department registered it in stock book and keep it in store room. There is a batch wise practical's. Students are directed to register his/her name and signature on separate notebook/register during practical. Laboratory Assistant distributes equipments; Glassware's collect it with return remarks on register after completion. General chemicals are kept on laboratory open rack so students can use it for daily practicals. Some important / rare /hazardous chemicals required for practical's is distributed by laboratory assistant with carefully under the guidance of teacher. If some glassware is broken by students it also registered on the register with student name and signature. If the equipment is not working properly then the same is given to expert/ company engineer to repair it.

College library is fully automation with the software Perfect Software Solution Library Management System, each books, periodicals; reference books and other are accessed through bar code. College issue and return through bio metrics. College has AMC with Perfect Software Solution. Library committee is made to take important decision regarding library policies. Books are kept as per subject wise and users can search books through OPAC (Online Public Access Catalogue).