

## Procedures and policies

The college development committee oversees the overall maintenance and utilization of the various infrastructure and facilities of the college. Repairs and maintenance are done in and around the campus whenever the need arises. In case of minor repair works, the committee gets the necessary work done. If the repair is major or involves upgradation of the existing infrastructural facilities, the matter is taken to the government, through the principal

**Computer cum language lab-** There are 19 computers used by the students undergoing CCC+ English Soft Skill Course (an optional Vocational Course introduced in 2016 in collaboration with NEILIT) out of these 13 computers are installed with the Ordell Language Learning Programme, utilized by the Functional English department. The laboratory is maintained by the college authority and also helped through the collection of lab fee of Rs.300/- from the Functional English students. The lab has also been recently fitted with vinyl carpet, curtains and broken window panes repaired.

Maintenance and upkeep of the rest of the computers in the college is done on a monthly basis by staff specifically assigned for this. The college has also signed an MoU with Ramietech Solutions, a pvt. firm for maintenance and upgradation of library resources and maintenance of language lab.

**Library-** The college has a library committee that looks after the needs of the library. The library's collection and services has been partially automated using Software for University Libraries (SOUL) The materials in the library are organised using DCC classification system. The library's OPAC is used to locate books. The library follows open access system to almost all the materials which are available in open shelves for self-retrieval. Reference books, journals, magazines, newspapers are available for reference/ reading in the library only. Students and faculty can borrow books for a period of 7 and 90 days respectively. Media (CDs, DVDs) are borrowed for 7 days. A late fine of Rs.1 per day is realized from the due date. Borrowers are billed for lost, damage or un-returned library materials checked out to them. The library purchases materials in support of the college's academic curriculum in consultation with the HoDs of the college.

**Classrooms-** Each class/section have been assigned with a faculty to look after the welfare of the students and cleanliness of the classrooms. The Class Representatives prepares a rooster and every alternate day students take turn to sweep their respective classrooms. Dust bins and brooms are provided to each classroom. Swachh Bharat cell of the college gives a certificate to the cleanest classroom every semester.

**Sports** –the college has a physical instructor, who is responsible for the upkeep of the sports complex, playground and sports items. Periodical cleanliness drives are undertaken by the students

There are also support staffs like sweepers, peons who are responsible for maintaining cleanliness, water the plants and flowers in the college. To ensure safety and security, CCTV cameras are installed in the college. There is also a night chowkidar.