

#### **4.4.2. Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

For better establishment of the system and procedures for maintaining the academic standard, physical and virtual things, support facilities and social responsibilities, the college adopts various positive and decisive steps. For that, different resources whether human or others, the institute tried to use actively. The results have been mentioned in different sections and sub-section in given criteria format. Different sub-committees constituted by general meeting/ teacher's council meeting/ governing body to take part, look after and evaluate the creation, functions and activities of different departmental work and even the overall aspects of the institution. Some such sub-committees are budgetary committee, Purchase Sub-Committee, Building Sub-Committee and Repair and Maintenance Sub-Committee, Library Sub-Committee, Sports Sub-Committee etc. To purchase, subscribe, maintenance, weeded out of different things like furniture, computers, electrical things and electronic gadgets, library documents, laboratory equipment, office materials, plumber works, construction, repair and others related works, the committee played a crucial role. The mentioned works/ activities are done under the supervision of these sub-committees whether it is consumable or non-consumable. Every year separate budgetary provision is made for the purpose. The maintenance of classrooms, desks, benches, table-chair, blackboard, speaker/audio system, light, fans, etc. are done on a regular basis and for the purpose, maintenance staffs are there. The Dusting of classrooms and cleaning of toilets are done on a daily basis. To develop the aesthetic value, gardening inside and outside of the college is also done on a regular basis. One gardener has been appointed for the purpose. The institution has tried its level best to arrange the laboratories scientifically and up-to-date within its resources. Different types of instruments, chemicals, machines etc. are being provided for different departments. Cleaning is also done on a regular basis. Safety and security, especially for highly inflammable items are ensured as much as possible.

Maintenance of computers, laptops, projectors, printers, wire, cameras etc. are done on a regular basis; and their upgradation is done as per requirements. To fulfill the urgency, individual system upgradation is also carried out. Maintenance of all such devices and equipment including lights, fans, ACs, speakers, UPS, water purifier and furniture etc. are done on a regular basis. The plumber, electrician, carpenter, sweepers and computer maintenance staff regularly visit the college campus for maintenance work on hire basis. Maintenance of hardware, software, computer, laptops, projectors, CCTV, CCTV-display and digital generator, electrical equipment and electronic gadgets are done on regular basis. The college automation software, website design, regular updates and maintenance are done by authorized developers and committee members.

The institution has tried its level best to arrange the laboratories scientifically and up-to-date within its resources. Different types of instruments, chemicals, machines, kits, accessories, sports materials etc are being provided for different departments. The institution has a playground facility. Indoor and outdoor games facilities, multi-gym facilities, ladies hostel facilities, day night security are there. Different types of competitions, different level seminars, workshop, training, social and cultural activities, NSS and NCC programs and activities are observed.

The college has a rich library with 45,000 different types of documents and resources. Textbooks, reference books, career guidance books, previous year question papers, maps, DVDs, journals, periodicals are there. The institute is the subscriber N-List. KOHA installed as LMS. It is a partially automated library. Two separate reading rooms for students and staffs- are there with good sitting arrangement. 90 students can use the reading room at a time. Drinking water and toilet facilities are also available in the library. Daily issue, home issue, career guidance and career counseling, various competitions etc are done the library.

Safety and security, especially for highly inflammable items are ensured as much as possible. The fire extinguisher kept for emergency. Hired Ambulance facilities also confirmed for urgency.