

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

The institution has various monitoring committees, such as Purchase Committee, Building Committee and Repair and Maintenance Committee, Library Committee, Sports Committee etc. All maintenance works are done under the supervision of these committees. 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.

The college has a big and rich library by its resources. There are near about 45,000 different types of documents, such as textbooks, reference books, career guidance books, previous year exam question papers, maps, DVDs, journals, periodicals and database like N-List etc. KOHA as LMS is used in the library and almost all books are entered into the software. It is a partially automated library. Two separate reading room-one for students and one for teachers and other staffs- are there with good sitting arrangement with adequate lights, fans and ventilation. In the students reading room at least 90 students can sit at a time. Drinking water and toilet facilities are also available in the library. A fire extinguisher is also kept for emergency.

Various equipment, kits and other accessories are provided to the Physical Education Department. A multi-gym facility is also available in the college. The institution has a playground attached with it and is maintained properly on a regular basis by mowing grass and other darnel.

Maintenance of computers, laptops, projectors, printers, cameras wire 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. One plumber, one electrician, one carpenter, two sweepers and one computer maintenance staff regularly visit the college campus for maintenance work. Maintenance of hardware, software, computer, and laptops and other electronics devices projectors and electrical equipment are done through AMC basis. The college automation software and website design and updates are also done by AMC by Aidni Infotech Pvt. Ltd. Maintenance of CCTV, CCTV-display and digital generator are done through authorized agent suppliers/developers.