

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

The college authority, faculties and other staff of the college are trying their best to maintain and utilize college infrastructure in a sustainable manner. Different sub-committees are there, constituted by general meeting/ Teachers' Council meeting and finally approved by Governing Body of the college to take part and look after and evaluate the creation, functions and activities of different departmental works, activities, and even the overall aspects of the institution with the objective of keeping it intact for the future generation as well as for the current students. Some such sub-committees are- budgetary committee, Purchase Sub-Committee, Building Sub-Committee, Anti-ragging committee, Repair and Maintenance Sub-Committee, Library Sub-Committee, Sports Sub-Committee etc. Every year a 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 this purpose, maintenance staffs are there. The Dusting of classrooms and cleaning of toilets are done on a daily basis. One gardener has been appointed for the maintenance of the garden. Cleaning is also done on a regular basis. Safety and security, especially for highly inflammable items are ensured as much as possible. Two security guards with a dress code and a night guard are engaged in the institution.

Electronics and electrical goods are maintained by AMC on yearly tender/ contract basis. Maintenance of computers, laptops, projectors, printers, wire, cameras etc. are done on a regular basis. Maintenance of lights, fans, ACs, speakers, UPS, water purifier, fire extinguishers and furniture etc. are also done on a regular basis. The plumber, electrician, carpenter, sweepers and computer maintenance staff regularly visit the college campus for maintenance work and even on a hire basis if needed. Maintenance of hardware, software, computer, laptops, projectors, CCTV, CCTV-display and digital generators, 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 college has both indoor and outdoor games/ sports facilities. A big field is there for multi-purpose sports like a sprint, cricket, football, kho-kho, javelin through, shot-put, long jump, high jump, volleyball etc. Carom, badminton, chess, Chinese-checker, table tennis etc. indoor games are also played there. The students both girls and boys and teachers/staff take part in various games and sports. The institution has tried its level best to arrange the laboratories scientifically and up-to-date within its resources.

The college has a rich library with 42,000 different types of documents and resources. Textbooks, reference books, career guidance books, previous year question papers, maps, DVDs, journals, periodicals are there. The college library is the regular subscriber of the N-List provided by INFLIBNET. KOHA installed as LMS. It is a partially automated library.

Suggestion boxes are kept in different area of the college for improvement.