

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

The college provides academic, physical and ancillary facilities by allocating the budget for different activities.

Laboratory- The list of equipments is prepared by each science department according to the budget. Tenders are invited from the suppliers and equipment and other items are purchased from the lowest tender supplies by the college administration. Each department maintains a separate stack- register regarding the procurement and utilization of equipments, chemicals, etc.

Library- All the heads of the departments are members of the library committee, which is responsible for the purchase of books and other reading material for the library. A fixed amount is allocated to each department according to which all the departments give the list of books to the library-in-charge. Then, the principal makes provision to purchase books and magazines through the publisher. The college has a central library and each department has its own departmental library, too. The books are issued on fixed days and are returned by the students to the library after a fixed period. There is also a well-furnished reading room in the library for the students where they can sit and study smoothly.

Sports- The college has its own big play ground. As per university norm, a little sport fee is realized from each student at the time of admission. This mainly is spent by the college for organizing the games and for up gradation of the playground during the Annual Games function. Many sports competitions are conducted by the Physical Education Department regularly. As a result the students of the college have won many medals at college, university and state level.

Computers- In addition to the Accounts office a number of computers have also been installed in most of the departments by the college. The cost of repair and maintenance of computers are borne by the college.

Other Tasks- Various committees of the college meet regularly with the principal to plan their programmes and complete their assigned tasks. For the cleanliness of the college, some sweepers are always present in the college. A chief admission co-ordinator is appointed by the principal at the time of admission in the college, who solve the problems of the students.


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