

4.4.2 PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES – LABORATORY, LIBRARY, SPORTS COMPLEX, CLASS ROOMS ETC..

The institution does possess physical, academic and support facilities- Laboratory, Library, computers and Class rooms etc..

The institution has a system for procuring lab equipment's, library books and other stationary required for the institution. The establishment section of the institution invites quotation from the approved and certified dealers. It prepares the comparative statements which satisfy all the specifications defined in the quotation. The least quoted order would be selected by competent authority in consultation with the management. The materials, articles, stationary and library books would be certified and approved by the concerned section / Department and it is finally approved by the principal and representative of the management, who is authorized to sign them. The principal issues the cheque to the concerned supplier. The system is transparent, accurate and fool proof.

Physical Facilities of the College:

The institution has a beautiful magnificent four storied building worth around 10 crores, housed in 8.56 acres of land. The expenditure for building construction and maintenance is borne by the management and it receives no financial assistance either from the Government or from Non- Government Organizations.

Seminar Hall: It is equipped and well furnished with all facilities. It is highly suitable for conducting seminar, orientation programmes, and special lecture programmes for students and faculty. It has seating capacity of 150 seats provision, power point preparation and computer with internet facility.

Principal chamber and IQAC and NAAC room: On the ground floor of building the principal's chamber with all facilities and IQAC and NAAC Room exclusively to carryout NAAC activities. It provides internet facility.

Board Room: It is exclusively meant for conducting board meetings. The Honorable Secretary, Joint Secretary and the Administrative Officer convenes staff meeting to all academic and administrative matters.

Office: Our college has a special office room where admissions, accounts section and Examination section are arranged separately. Our office is equipped with computer and internet facility.

Library: One of the important components of our college is library. It is fully equipped with computer facility with internet. The library has 25118 volumes and titles. It has subscribed to state, national and international journals. Reading room is equipped with magazines and news

papers. The students of our college are utilizing library facility even for other competitive examinations.

Sports Department: The College does not have sports complex. However it provided all the sports materials and spacious playground. The students of our institution have won prizes in both intercollegiate and inter university competitions.

Computer Lab: The College has a fully equipped computer lab with internet facility to facilitate both students and faculty to have an access to computer and the campus Wi-Fi enabled.

Laboratories of various science departments like Physics, Chemistry, Botany, Zoology, Sericulture, Electronics and Computer Science are well equipped with all facilities some departments have computer with internet facility. Department of sericulture have maintained “Reeling Room” and mulberry plantation. It is maintained by the faculty and students of the sericulture department.

The Department of Zoology has maintained museum where the specimen of the insects, reptiles and various animals are displayed.

The Department of Botany has maintained medicinal plant garden on the campus where various medicinal plants are grown by students of the departments. The faculty of English department has delivers Radio talk on communication Skills. The programme was well received by the students and the general public and deeply appreciated the programme.