

Institutional Policy and Procedures
for maintaining and utilizing physical, academic and support facilities

Since it is a government college, all the physical- including the land and the campus resources, the structures- and other academic and support facilities available in the college are state government property. So, a new construction, demolition or so in the campus is required to obtain prier permission from the concerned government authority. All academic and academic support facilities made available in the college by the government are allowed to maintain and utilise only for teaching-learning- evaluation purposes and other student support activities in facilities like library, hostel, computer centre, stadium, conference hall, playground, cafeteria etc. Maintenance of the physical assets of the college is also borne, at times, by the government.

The college has developed its own policy and procedures for maintaining the academic and the student support facilities.

1. Laboratory:

i. Departmental laboratories shall be treated as an asset of the Department concerned. Hence, management and safe custody of the Labs are in the hands of the Department.

ii. The Heads of Department (HoDs) shall properly maintain all the equipment and accessories including furniture and functional support materials in a Stock Register. Annual updated Stock Register shall be signed by the HoD with seal of the Department. The same updates shall be endorsed by the Principal.

iii. The Department shall develop a list of using procedures, precautions or warning rules/information and the same shall be kept displayed in a proper place for the knowledge of their students.

iv. The Department should submit detail report of stock position, including damaged / non-workable or missing items with reasons, as and when it is required by the Principal.

v. The above maintenance and utilisation norms and procedures shall apply to all other Labs, such as Bio-Tech Hub, Language Lab etc.

2. Library:

i. The Librarian shall keep Visitors' Guides and Library Standard Rules & Regulation (Dos & Don'ts) displayed in front of the Central Library.

ii. Visitor's Register and Special Visitor's Diary shall be kept in the Visitors' Desk.

iii. All sections of the Library should have easily visible Section Name Plates.

iv. Separate Stock Registers for text books, reference books, unclassified books, Circulation & borrowing, newspaper & periodical, old & damaged books, furniture & equipment etc. shall be properly maintained.

3. Sports materials & gym khana:

i. The physical education teacher shall be the in-charge of maintenance and providing the facilities to students.

ii. The PET shall maintain a Stock Register for all items of sports and keep it updated regularly with his/her signature and seal. It shall be countersigned by the Principal at regular intervals.

iii. The PET shall prepare a routine for using and playing by students.

iv. A display containing a list of rules and regulation for providing the games and sports facilities to students as per the routine shall be kept in a proper place.

v. The PET shall conduct annual games and sports festival of the students.

vi. Indoor Stadium, Playground and Swimming Pool are very much parts of the sports sector. So, the PET shall look after these facilities.

4. Computer Centre:

i. The Computer Centre shall be in-charge of a teacher having the basic knowledge of computer by an assignment orders of the Principal.

ii. The Centre will be open for use or for class on instruction of the Principal.

iii. The teacher shall put up a dos & don'ts for students on the inside wall of the room.

iv. A Stock Register shall be maintained and updated annually by the teacher and it shall be countersigned by the Principal.

5. Classrooms:

i. Departmental class rooms shall be under the care of the concerned HoD.

ii. The management and use of Departmental classrooms shall be regulated by the Department themselves.

iii. Common class rooms shall be looked after by the Deans of faculties. The common rooms in the Science Block shall be under the charge of Dean of Science, whereas those of Arts Block shall be similarly looked after by the Dean of Arts.

iv. Class rooms shall be strictly monitored in order to maintain and utilise the rooms and the facilities without deface in any way.

6. Student Hostel:

i. Boys' Hostel and Girls' Hostel of the college shall be under direct supervision of the Principal with a Care Taker appointed by him/her.

ii. Hostel rules and regulation shall be displayed in the notice board or proper place of the hostel.

iii. Stock Register of hostel inmates shall be properly maintained.

iv. Recreation and welfare facilities shall be regularised and monitored.

7. Conference Hall:

i. Conference Hall shall be in-charge of a teacher having operational knowledge of Smart Board and other IT facilities. The teacher shall be assigned by an orders of the Principal.

ii. The maintenance and use of the hall shall be monitored by the teacher.

Principal