Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

For any construction work to be undertaken by the college, the proposal is placed before the Governing Body. After getting the approval from the Governing Body, plan and estimate are invited from concerned government agencies. Then the order is placed either to the said agencies or to registered private agencies to undertake the works and to submit the utilization certificate within the due time.

For the maintenance of physical, academic and support facilities we have different policies and procedures. We have three different procedures for maintenance of physical facilities. For the purpose of maintenance of classrooms, library and laboratory, the governmental agencies provide the funds and maintenance is done as per the rules of the government. For the support facilities, students' contribution plays a lead role, though sometimes external agencies also contribute. And the maintenance of computer labs for self financing course, the cost is obtained from those students' contributions exclusively.

Above all, the governing body has empowered the principal to spend a maximum amount not exceeding rupees fifty thousand from the college fund in case of exigencies or shortage of funds.

The procedure of utilizing the laboratories is that those remain open as long as classes are going on and often labs remain open for more than usual times till the completion of some particular experiment.

All these facilities are utilized and maintained by the respective departments. But the class rooms and the equipments used in it are in charge of a selected group of staff members. The account of all such equipments is kept in their charge so that maintenance, replacement and induction could be done easily. At the closure of every academic session the account is maintained properly and the report is placed before the governing body. Accordingly the governing body makes the plan and program for the next academic session.