

## **Procedures & Policies for maintaining & utilizing physical, academic and support facilities**

The College has pinpointed procedures and policies to ensure best service to the prime stakeholder *i.e.* the students by giving them adequate physical, academic and support services. The Institution leaves no stone unturned for their holistic development through unique and independent mechanism. They are monitored and supported in different aspects beginning from academics, employability to overall development of their personality.

### **Physical:**

The College Plans for the availability of Physical structure in the planning Committee and Building Committee in presence of concerned Civil Engineer engaged by the College and the nominated Executive Engineer from PWD who are also the members of the Building Committee. Buildings, classrooms and laboratories are made as per requisition of different departments for introduction of new subjects and provision is made in the budget by the Finance Committee accordingly to execute the plans after proper Tender. Buildings are constructed as per space available in the campus without hampering its aesthetic look and blocking free flow of air. ICTs, Seminar Halls, Auditorium, Gym Rooms, Smart Classrooms etc are maintained by engaging separate staff. Public Examinations both online and off-line on Sundays and other holidays are held to generate revenue.

### **Academic:**

To ensure Quality Education, the syllabus is framed in the Syllabus Committees as per UGC guidelines and the BOS of each department meets in quick succession to prepare the list of paper setters, moderators, examiners, head examiners, scrutinizers for more transparency. Internal Assessments and Tutorial Assignments are parts of evaluation system. Coding of roll numbers is done to ensure confidentiality. Academic Audit Committee looks into the regularity of holding classes and completion of syllabus in each semester. Invited and Special Lectures, Students Seminars etc are done for making students aware of the new avenues of Researches in the Syllabus meant for them. Adjunct Faculties are engaged from different States across the Country for better academic output.

### **Library:**

The Central Library is the nucleus of all academic and research activities in the College. It has more than 75000 books and a good number of e-resources. The Library Sub-Committee takes decision for all the overall development of the Library, mainly collection, new procurement and renewal of the Library Resources. IT Zone for accessing E-Resources has been ear-marked adjacent to the well-furnished Reading Room, Research Lounge and the Carrels. The Library Automation is of immense benefit to the students, Staff and Researchers. Fire Alarm, Rare Book Section, INFLIBNET, DELNET and OPAC, Institutional Repository are all facilities available on the Library.

### **Support Facilities:**

Education in College is Student-centric. All endeavours are made for providing maximum students supports. Superintendents and Hostel Committee look into the needs and requirements of the Boarders of both Boys' and Girls' Hostels. Different Cells like Grievance Redressal Cell, Anti-Ragging Cell, Prevention of Sexual Harassment Cell, Career Counseling Cell, Placement Cell, College Canteen, Students Welfare Committee - all are vigilant to avoid anomalies in the Campus and reach the student's needs and requirements. The Students' Council press their demands before the Principal which are promptly addressed to.

### **Maintenance:**

Software of IT infrastructure is done through outsourcing. Need based redresal is done for computers and printers by local vendors and mechanics. The two elevators in two major buildings in the campus are maintained through Annual Maintenance Scheme. Renovation works are done by the contractors under the direct supervision of the professional engineer and the members of the Building Committee.