

## **Maintenance of Support Facilities**

The college has set procedures and policies in place for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports complex, computers, and classrooms etc. Details of the procedure are given below:-

- All the physical facilities such as laboratories, class rooms and computers are used by the students and staff and primarily responsibility of their maintenance lies with the In-charge of respective department.
- In case of any emergent repair work the In-charge HOD or faculty member has to report the same to the Principal and submit requisition/note sheet if expenditure is required for sanction from contingency fund.
- For the cleaning of class rooms and all furniture the office superintendent issues periodical roster duty of the class IV staff assigned for this purpose.
- For the cleaning of laboratories and all furniture the lab attendants are appointed in the department for this purpose.
- Electrical and plumbing maintenance service is done by the office after a request letter is forwarded by the concerned H.O.D. to the Principal.
- The college Botanical garden is used by both UG and PG students and is maintained by a regularly appointed gardener.
- The college has one computer laboratory with LAN connections used by the students for their course requirement; these computers are maintained by the college development fund with the help of trained personnel in the supervision of professor in charge.
- The support facilities like library is open to all students during the college hour and is managed by the Library In-charge and attendants.
- The college has NCC (Army Wing) which is managed by a trained faculty member as ANO In-charge under supervision of 28 CG Battalion.
- For the running and management of NSS Unit of the college In-charge Professor is appointed.
- Institution has a play ground, a cricket turf, a basketball court and facilities for indoor game hall which helps the sports lover students to practice and compete in state and National level.
- For maintenance of sports complex, indoor stadium and play ground the institution has an experienced Sports officer and a sports assistant round the year.

- The regular maintenance of the building and other physical facilities are done by Govt. departments i.e. PWD & PhD etc. as it is a government institution.
- For maintenance of physical, academic and support facilities the college uses its Contingency /Amalgamated (AF)/ Janbhagidari Samiti fund from time to time with approval from principal and respective committees.