

4.4.2 Policies and procedures followed by institution

The college campus is maintained by construction and building committee. Beautification of campus is ensured by the Lawn maintenance committee. An annual maintenance contract is a regular practice followed by institution for repair and maintenance of ICT resources available in the institution. There is a hostel committee that looks into the functioning of hostel. Students' safety and issues are taken care of by hostel committee and warden. Sports activities are carried out by support staff under supervision of Physical Education Incharge. Laboratories of different departments are the responsibility of their respective heads. All the labs are equipped with computers and internet facilities. Institution has a definite policy of optimum utilization of institutional infrastructure. Committees and teacher in-charges have been assigned duties in this connection. Examination and Time-Table Committee is responsible for optimal use of classrooms as well as Labs. Various outside agencies utilise college infrastructure and resources with approval of college principal through: (i) conduct various examinations. (ii) College Campus has well established IGNOU centre which works under supervision of Co-ordinator and staff for conducting courses and examinations. (iii) Election Duties are held in the college campus from time to time.