

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College works on the primary objective of imparting quality education which is made possible by providing suitable physical, academic and support facilities.

The college has well maintained infrastructure in the form of spacious and well ventilated classrooms, laboratories with latest equipment, Air conditioned seminar halls with ICT etc., to match with the academic requirements.

A substantial yearly budget is provided for the maintenance of equipment used in laboratories, sports equipment and also to upgrade the laboratories and augment departmental areas. The financial plan also has budget for procuring books for the library and subscription of e journals/ periodicals.

Annual maintenance contract is signed for maintaining crucial equipment of various departments such as water coolers, air conditioners, computers and kitchen equipment. Whereas general upkeep and maintenance of other equipment is carried out by concerned vendors after obtaining approval and sanction from the management, for the same, general upkeep and maintenance of the premises is carried out by the support staff and also outsourced contractor.

Academic facilities include classrooms, laboratories and library.

Maintenance of classrooms and laboratories - Classrooms and public areas are cleaned and maintained regularly by outsourced agency. General repairs of electrical and other fixtures is monitored by the Housekeeping department of the college. The central maintenance department carry out the repairs by in-house maintenance staff as and when required.

AMC is signed for the repairs and maintenance of the ICT equipment used in the classrooms or library, whereas day to day maintenance or repairs are taken care by the in-house staff.

Utilization of the classrooms and laboratories -At the beginning of the semester classrooms are assigned to each year/ batch. The academic timetable is planned to ensure effective utilization of the classroom and laboratories. Each department prepares a density chart for utilization of laboratories by various classes as per the time table.

Library- Library is maintained by in house non-teaching staff (Librarian & Assistant Librarian). It is airy and well ventilated to ensure proper storage conditions of the books. Library facility is available to students from 8am to 8pm on all working days. New arrivals are displayed for the students. Library is fully automated for providing services to the users.

Sports ground is available for outdoor sports activities which includes basketball, volley ball, cricket ground etc. It is maintained by the Central body of the society. Indoor games facilities such as Table tennis, Carom, chess etc are also available for the students during their free time. The same is maintained by the in-house sports in charge.