

## **PROCEDURES AND POLICIES (2019-20)**

The College has Wi-Fi Campus and well maintained, spacious and ventilated classrooms with computer along with internet facility. To maintain physical, academics and support facilities and Maintenance of infrastructure of the College regular supervision is done by competent authority. Various committees are formed to ensure optimal allocation and utilization of the available financial resources. To ensure the safety of the students closed circuit television (CCTV) cameras are fixed at vantage points and the monitoring is done at the principal's rooms.

The laboratories are well maintained with latest equipment for the undergraduate, postgraduate and research scholars. The consumable and non-consumable items for the laboratories are purchased by individual departments with the help of purchase committee. The items purchased are entered item wise in the respective stock registers of the departments.

The library of the College has good collection of text books, general books, reference books, various national and international journals and magazines and also provide comfortable furniture for students to do their reference and reading works. The library possesses some very old and rare books. It is automated with GS Library Management Systems. Visitors, Staff and students have to enter their information in entry register maintained by the library. Librarian of the college holds orientation session for proper utilization of Library resources. The Library provides book bank facility for needy and meritorious students. The annual purchase of books and journals is done with the input given by the faculty members. Library is open for students 09:00 A.M to 04:00 P.M. Reading room facilities is open for 24\*7.

Sports and Yoga are integrated part of curriculum. Periods are allocated in time table for sports and yoga. Students who participate in Inter College and University level competitions regularly practice in the play fields and gym under the supervision of Physical Education teacher.

ICT facilities are provided to all students and faculty members. Computer Labs are well maintained along with internet facility. Periods are allocated in time table for enhancing ICT skills. Computer Labs are open from 09:00 A.M to 4:00 P.M.