

## **Procedures and policies for Maintenance and Utilization**

The college has formal set of rules and regulations for utilizing physical, academic and support facilities including laboratory, library, sports, computers, classrooms, etc. The quotations are invited before any purchase and then the permission of Management is taken. The stock is verified by the concerned department time to time. Maintenance of the waste water management systems and wash rooms are maintained by worker on temporary wages. When the problem occurred in ICT Lab, the IT technician is called. The equipments like generators, water motors, pumps, fire extinguishers, other electrical appliances are also taken care by outsourcing person.

The college has central library which has 9149 text books, 7043 reference books, 49 Journals, 30 CD & Videos and 24 others. For the smooth functioning of central library, the library is monitored by an active Librarian and library committee. Library staff is well trained to meet stakeholders' needs and handle SOUL, OPAC and like online tools. Suggestion box is installed in the library to take users feedback. College's sports department is very active and encourages students to participate in various sports activities, along with training and coordinating various sports in the college.