

## MAINTENANCE

Institution adopts the following procedures and policies for maintaining the activities.

### I. Academic Facilities:

Faculty of the institution prepare Academic plan before commencement of Academic year. Each faculty prepares Annual plan to complete the syllabus as per the calendar of events prepared by the committee. Popular Lecture Programs are arranged to create awareness about the latest developments in the subjects. Faculty are encouraged to participate in refresher courses, orientation courses, workshops etc.

### II. Physical Facilities:

College has established laboratories for Physics, Chemistry and Computer Science Departments. Every year equipment is purchased for these laboratories under the head "Special Fee". Administrative sanction is accorded towards the maintenance of computers. There is a well established library in the institution with one librarian and one assistant librarian. It has 14247 books (including textbooks, reference books, journals and periodicals etc) and the approximate cost of these books is Rs.15,71,180/- An amount of Rs. 5900 is spent on subscription of NLIST. The library is automated with KOHA software.

College has sports room with sufficient equipment for games and sports. Playground one (52mX65m) in the college campus and play ground two (43mX52m) adjacent to NRC block are available for games and sports. There is shuttle court behind the main building. A separate gymnasium room is available. Sports and games in the college are organized by Physical Director with the support of Sports Committee represented by the students.

There are about 93 computers in the college in which 30 are allotted exclusively to the department of Computer Science to conduct the practicals as per the curriculum. In addition to these, 23 computers are available in Arts and Commerce lab and 12 computers are available in the reading room situated in the hostel campus. The remaining computers are allotted to all the departments and office. All these systems have internet facility with fiber net connection which is installed with the speed of 100 MBPS. A BSNL internet connection is facilitated to Office systems only. Institution has two 5KV online inverters one in computer lab and another in Arts and Commerce lab. There are 12 class rooms (each with dimension of 25X25 square feet) and other three rooms fixed with LCD. Two more portable LCDs are available. Health center with staff nurse is available to monitor the health and hygiene. Government doctor from the local PHC attends and honorarium is paid.

Free boarding and accommodation is provided for the students. Hostel consists of 25 dormitories with a kitchen including store room and spacious dining hall and RO plant. The hostel is maintained by the Deputy Warden (one of the lecturers) with the support of Hostel committee represented by the students. Principal is the Chief Warden. The hostel campus has 2 bore wells, running water tap connections, 2 surface water tanks. One 10 KV electric generator is fixed in the campus. Regular electrician is available. There are about 26 bathrooms and 10 lavatories with a scavenger.

The entire team of the institution strives in maintaining the system effectively.