

Maintaining and utilizing Physical Academic and Support facilities

Physical Maintenance and Utilization:

- The College LMC/CDC is uppermost body constituted as per the rules and regulation.
- The various college committees are formed at the beginning of the session for the smooth working of the institutional academic and administration work.
- The Cleanliness Maintenance of Building Committee, Cycle Stand and Parking committee, Gymkhana and Sport committee are formed to look after the maintenance of physical infrastructure facility
- All the three member committee monitor the physical facility and take review of the infrastructural setup/ resources periodically
- The committees submit information about maintenance of the physical infrastructure and repairing if any to the office.
- The issue related with maintenance and repairing is discussed in meeting of staff council and college council.
- The recommendation and suggestion with respect to maintenance and repairing, if any, is communicated to governing body for approval and for the implementation
- All this three committees ensure the optimal utilization of physical facilities for academic and allied works.

Academic Maintenance and Utilization:

- The Teaching Learning Evaluation Committee/ College Examination Committee/Educational Tour and Excursion Committee / Timetable Committee are formed in the beginning of the session containing three members look after the maintenance and utilization of academic facility.
- These committees organize meeting separately and decide policy maintenance of utilization of academic facility available in the college.
- The Teaching Learning Evaluation Committee ensures the regular academic schedule as per the time table.
- The Time Table Committee works out and prepare time table for smooth and easy academic activities including theory, tutorial and practical session.

- Time Table is prepared after due consultation with faculties and concerned staff.
- The Examination Committee takes care about assessment of the student performance
- Examination is conducted for the student at regular intervals including unit test, class test etc.
- Educational and excursion committee organize co-curricular and extra-curricular activity as prescribed in syllabus.

Support facility Maintenance and Utilization:

- Library Committee ,Remedial/ Bridge Course Committee are formed for the purpose of maintenance and utilization of support facilities such as internet etc
- In addition to above committee Department of Physical Education and NSS unit are also involved in utilization of facility such as games and sports facility.
- The Head of the concerned department takes care of proper utilization and maintenance of laboratory and class rooms.
- The issue, if any, related with maintenance and requirements are addressed to the governing body by college office for further processing and action.
- The Library takes care of proper utilization of library resources and requirements.