

College Infrastructure Facility Usage Policy

The procedure and policies regarding maintenance and utilisation of facilities are communicated to all the stakeholders. The students being the main stakeholders are informed about the existence and usage policies during the admission to the course. In addition, an orientation by the principal, department heads, librarian and physical director is held on the first day of academic year to all the first year degree students to clear them with facilities and usages.

The college issues a calendar to each and every student in the beginning of the year which clarifies the dos and don'ts in the campus and physical facilities are concerned.

Entry to laboratory is allowed to students under the supervision of respective staff members and dress code has to be strictly adhered by the students. Safety instructions in the laboratory are brought to notice of every student.

Library has its own user policy which has to be followed by the visitors. Regular upkeep of racks will be undertaken by the personnel and budget allocation to procure new titles will be made annually. A separate register for students, visitors and faculties are maintained. Students must produce valid id if required by chief librarian. Library has a clear policy of book referral and book borrow system which is governed by the usage of EASYLIB software. Library timings are displayed and sign boards are put to direct the users.

Library has a computer browsing centre and usage of the same is also monitored by the librarian. Library is kept open during all the working days between 8:30am to 5:00pm.

College has given equal importance to sports and games. Usage policies of ground and indoor play areas are communicated by Physical director and register of visitors is maintained. Students are not allowed to visit indoor stadium during regular class hours. Sports and games equipment's, multi gymnastic tools are regularly serviced. To use amenities of sports proper dress code is insisted and binding on all.

Therefore, college has a very positive management system of monitoring the facilities and has its own internal policies and procedures.