

Procedures and policies for maintaining and utilising following physical, academic and support facilities:

1) Laboratory:

• Policy –

- The college shall have at least two computer laboratories and one electronics laboratory for smooth academic functioning
- Computer laboratories are available to students, teaching staff and non-teaching staff members primarily for academic purpose.
- Alternative use of the computer laboratories can be considered keeping in mind other priorities.
- Hardware upgradation shall be done after every five years
- Computer hardware and electronic hardware shall be maintained regularly through contract with expert agencies or by the in house staff wherever applicable
- Only licenced software products shall be procured and installed on the computer hardware

• Procedures-

- Regular time tables for the use of laboratories are to be prepared after receiving approval from the Head of the Institution
- Request to use the laboratories for non-academic purposes shall be submitted to the head of the institution 15 days before the commencement of planned event

2) Library:

• Policy-

- College library shall be available to students, teachers and non-teaching staff members during regular office timings
- Each student of the college to be given a library card
- Students, teachers and non-teaching staff members shall be given the access to the plethora of online reading material through library resources

• Procedures-

- In exchange of the library card, students can take any three books at a given point of time and they shall return the same within stipulated time

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failing which a specified disciplinary action can be taken against the concerned student. The same is applicable to teaching and non-teaching staff members

3) Sports Complex:

- Policy-
 - For indoor sports, college gymkhana facility to be used and for outdoor sports external facilities are to be booked on rental basis
 - Indoor sports facilities shall be open to students and college staff
- Procedures-
 - Before using the indoor sports facilities, concerned student/s and staff member/s shall apply in advance to obtain the formal approval from the head of the institution
 - Booking of the external venues shall be done in the most cost effective manner

4) Computers:

- Policy-
 - Each computer laboratory shall have minimum 30 computer systems
 - User profiles for all students and staff members shall be created
 - Each academic department shall have at least two computer systems and one laptop
 - Departmental computers and laptops shall be used only for academic and administrative purposes

5) Classrooms:

- Procedures-
 - Concerned student/s and teaching and non-teaching staff member/s shall obtain a prior permission from the head of the institution to use the classroom for purposes other than teaching and learning
 - Prior permission shall be obtained from the head of the institution to publicise any college event in the classroom during regular permission

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- o No publicity material to be placed in the classroom without the prior permission of the head of the institution

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