**Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc:-**

Well furnished classrooms with proper seating arrangements, light and ventilation facility and CCTV cameras are there in the college for the students and teachers to enhance the teaching learning process. Classrooms are assigned to the various subjects as per the time–table and the information about it is displayed on notice board. Well equipped laboratory with proper safety measures and waste disposal mechanism are available for the benefit of the students. A rich library with wide variety of books and N-List facility is available for the students and teachers. Library committee has been constituted to keep this valuable service updated. Books, journals and newspapers are purchased as per the requirements. Some departments have departmental library from where students and faculty members can obtain the available books. There is also a reading room near the library where the students can sit and obtain books for reading during their free time. Our college has a big ground for sports purpose. The sports equipments are inspected periodically by the Sports Committee to ensure that these remain in good condition. Apart from organizing annual sports meet, our college also host inter-collegiate games for the indicated categories as per the university sports calendar. There is also sufficient open space in the college where outdoor programmes can be organized The college has well organized office rooms, computer rooms, meeting hall, girls common room etc. for smooth functioning of college activities. Conveyance facility for girls is also available in our college. Students are entitled to avail the facilities available in the college after taking admission based on eligibility criteria. The classrooms, sports ground etc. are used occasionally by district administration. There is proper sanitation facility both for boys and girls in our college. There is also cycle stand for the benefit of the students. The classrooms and offices are properly numbered to ensure easy access by the students and faculty members. Generator, proper drinking water facility, health care facility etc. are there in the college. The college has a purchase committee as well as a maintenance committee which looks after the purchase process and makes purchase of the equipments and other facilities as per the requirements. All purchases are made by calling quotation from the bidders. Quotations received are opened in the purchase committee meeting and the bidder who ensures timely supply of the products or installation of the facility with the required specification and also with lowest price proposition is invited. Record of all purchases are maintained by the Accountant. Proper attention is paid to keep the college campus clean and green .