

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

The college has an adequate infrastructure spread in 3 building (Old, Main & RUSA) which consists of 18 class rooms, 7 laboratories, 3 ICT equipped class room/ hall and 2 Girls common room. Sufficient rooms and spaces are used for Library, Sports (indoor & outdoor), NSS, Red Cross, Vehicle stand, Canteen, and other facilities, and for PG and other departments. Separate boys and Girls washrooms are available in each building. Rooms are equipped with proper furniture and other logistic facilities. Laboratories are equipped with modern experimental facilities. More than 60Computers with internet facility are available for regular students of the college in two NRC centers. A mini stadium is also available for outdoor games. Separate badminton court has been developed in main building of the college. WiFi is available in the whole campus and important locations are monitored by more than 25 CCTV cameras.

For procedure and policies of academic and other related matter, the guidelines issued by UGC, Higher Education Department of the CG and Atal Bihari Vajpayee Vishvavidyalay, Bilaspur are considered. For maintaining and proper utilization of physical, academic and support facilities different committees (Building, Electric, Water supply, Academic audit, Sports, Library Advisory, Garden maintenance, Common room, Website maintenance, Electronic equipment maintenance, Cycle stand & Canteen maintenance, Help Desk etc.) are formed. To overcome the shortage of supporting class IV staff, workers on daily wedges are arranged from the funds generated through self-financing course and Jan Bhagidari samiti. In order to utilize existing facilities in proper way, Science departments are shifted to main building and all PG departments are shifted to old building. Arts and commerce classes run in newly constructed RUSA building where more than 100 students may be accommodated in a single room.

The conduct of practical work in labs and maintenance of equipment is done by the head of the department with the help of laboratory assistant. In Library, text and reference books are issued to the students for a period of 14 days and student has opportunity to issue another book by returning previously issued book. Book Bank facility also provided to SC/ ST students. Records are maintained in Library card and in Registers. Latest books are also displayed on new arrival section. In reading room latest magazines and newspapers are provided for faculty members and students. In Library the services of a book lifter are used to assist the qualified Librarian. The college also provides NLIST facility to

faculty members and students and Librarian takes the responsibility of admin for portal related issues. Recently SOUL 2.0 software has also been procured for library automation.

Trained and qualified Sports officer has the responsibility to increase the interest of college students towards sports activity for their personality development. In addition students already involved in various games are properly trained for better performance at sector, state and national level sports tournaments.

More than 90 computers have been installed in the college campus. Most of them have internet facility through LAN and WiFi. All teaching departments are equipped with latest WiFi enabled "all in one PC" so that faculty and students can easily access internet facility. If the post of computer operator is lying vacant, one operator is appointed on daily wage from self-financing fund. For regular teaching of computer science, one contractual teacher is appointed. Considering the rapid expansion of ICT facilities, one additional computer operator has also been arranged by Jan Bhagidari Samiti. Electronic equipment maintenance committee regularly monitors the smooth functioning of both hardware and software and seeks help from local vendors when needed.

All the committees conduct their functions with the help of employees and daily wage workers. To review the situation and to make plan for future, a meeting of committee members with Principal is held generally on fourth Saturday of every month. From time to time the committee convener and Principal also keep on general feedback from teachers and students about Physical, Academic and Support facilities. Suggestion/ Complain box and First Aid box are also installed at proper locations.

Various committees prepare their progress plan with consultation among members, based on feedback from stake holders. Plans are discussed in detail in staff meeting and proposals are send to appropriate funding agency like Higher Education Department of CG Government, District Mineral Fund managed by district collector, Development Committee and Jan Bhagidari Samiti of the college. After approval, proper action has been taken by following purchase rule of CG Government.

The services of local skilled workers are used for minor civil, electrical and water supply related repair work, when needed. Large scale construction and maintenance work is done through Public Works Department of CG state.

At the end of each session, furniture, equipment, chemicals, glassware, computers, books etc. available in various teaching and non-teaching department and office, are physically verified by physical verification committee, constituted for that department. Each department also made a list of non-repairable and unusable material on which necessary actions are taken under the directions of the “ Write- off” committee.