

Procedures and policies for maintaining and utilizing physical, academic and support facilities

The college optimally allocates and utilizes the available financial resources for the upkeep of various infrastructural facilities. Following are the procedures and policies being implemented for maintaining and utilizing physical, academic and support facilities:

- The college holds regular meetings of various committees constituted for maintaining and utilizing physical, academic and support facilities.
- It also utilizes the grants received according to the requirement in the best interest of students.
- It always purchase branded and good quality computers which are covered under warranty. However, for general troubleshooting it has employed a full-time technician for campus area network. All laboratories are maintained by trained and experienced laboratory assistants.
- The college library offers reference service to readers. OPAC, CD ROMS, Book Bank facility and e-resources are made accessible through INFLIBNET. Besides, the digital library of the college optimally facilitates the use of e-resources. Stock checking of the main library as well as departmental libraries is performed every year to check the missing and damaged books.
- Visual aids such as multimedia projectors are used for delivering lectures. For languages too, projectors and smart board is used to make teaching interactive.
- In the Home Science Laboratory, sewing machines are used for stitching and draping dummies for the display of clothes stitched by the students and staff.
- PG Department of Home Science and Fashion Designing houses well-equipped Food and Nutrition Lab, Garment Construction Lab, Draping Lab and Computer Lab. Apart from this, there is a machine operator appointed on adhoc basis for the servicing the fashion makers, treadle machines, hand operated sewing machines and interlock machine. The electrician appointed by college repairs all electric faults. The repair and servicing of electronic equipment, such as, microwave oven, refrigerator, mixer grinder is immediately done as and when required.
- Department of Applied Arts has a computer laboratory with twenty computers a projector, a smart board, a publication office and a photography studio with three cameras. Classrooms/dark room/library/studio material, such as, studio lights, DSLR and SLR cameras and drawing boards is utilized as and when required.
- Department of Multimedia has fully equipped, completely operational, multi-configured labs consisting of equipment like mixers (video and audio), mics, editing stations, spot/ambient lights and professional level movie and still cameras, optimized and aligned along the syllabus. Projectors and Laptops are available to make lectures primarily demonstrative.
- For the maintenance of computer laboratories, regular repair is ensured, therefore, there are no AMCs allotted for their upkeep. However, AMC for college UPS is provided. AMC for software used in general office, account office and library is also provided.
- The science laboratories are looked after as per the requirements of the prescribed syllabus. Consumable/class room/materials are purchased which include live materials, chemicals and glassware. Non-consumable materials such as scientific instruments are purchased for each laboratory.
- For the upkeep of grounds, two ground men have been appointed. Similarly, one peon and one sweeper have been appointed to maintain indoor gymnasium hall.