

2016—2017

The Policy and the Procedure for Maintaining and Utilizing Physical Academic and the Support Facilities:

Our college has a set of established procedures and policies for maintaining and utilising physical academic and support facilities i.e. laboratory, library, sports complex, computers, classrooms etc.

- **Physical Facilities :**

The classrooms Boards and furniture facilities utilised regularly by the students but sometime it is also made available for the other governmental and non-governmental organisation for conducting the competitive exams like PSC ,PET, CA and VYAPAM.

The maintenance and the cleaning of the classroom and the laboratories are done with the effort of the non-teaching staff and in major cases the college goes for the maintenance contract to local expert.

The College garden is maintained by the gardener appointed by the institute.

Computers:

The college has adequate number of computers with internet connections and the utility software distributed in different locals like office computer department, library etc.

All the stakeholders have equal opportunity to use these facilities as per the rules and the policies of the institution.

The central computer laboratory is open for the students at the appointed time.

The office computers consist of the office software, making the work easier and systematic.

The department and the staff can make use of the computer systems with internet in their department. In addition to that majority of the staff have their own laptop. The computer related facilities are maintained on contractual basis.

The College website is maintained regularly. Electrical and the Plumbing related maintenance is done with the help local skilled persons and the expenditure is done from budget allotted by the college.

Maintenance Of Library:

For maintenance of Library infrastructure and facilities, the Library committee and the administration have been given the responsibility to purchase, procure books, manuscripts and other material as per the recommendation received from the department of the colleges.

The departments of the College have a good stock of text and reference books in their departmental libraries for enriching the library.

The library committee organises reading sessions and competition among the students. At times donation of books from students, Teachers and alumni are received.

Maintenance Of Laboratories:

The laboratory equipments, specimens and other necessary chemicals are purchased by the office of the Principal and purchase committee as per the requirement of the teaching department of the college.

The science students of the college are taught and trained about the use and maintenance of the laboratory items.

Sports:

In our College a separate Sports Block provides sports facility to the all college students.

The necessary goods and sports articles are purchased by the office of the Principal as per the recommendation of the Sports in Charge.

The Purchase Committee purchases them by calling quotation from the reputed sport outlets.

Necessary steps are taken by the authority to develop the sport activity of the students. Outstanding sports person are publicly facilitated and also financial support is provided to them if necessary.

Classrooms:

The maintenance of classroom is a regular exercise. The cleanliness of classroom is ensured by a group of class four workers and sweeper.

After the admission process it is ensured that all the classroom have adequate benches, notice board, green boards etc.

The fans and electrical appliances are checked on regular basis.

The purchase committee are appraised of the requirements.

The purchase committee makes a purchase after approval from the Principal. There are projectors in some departments too.

In the college campus there is a good environment for the benefit and welfare of the students.

Various sub committees are in the college to support services student welfare and to meet their needs.

The Principal is the chairperson of all subcommittee to decide the Student Union.

Canteen:

There is a Canteen Committee for maintenance of the College Canteen and to ensure the healthy and hygienic food.

Health:

For the Welfare of the students there is a Medical Cell in the college and medical officers are appointed by the college authority as a memorandum of understanding.

There is a separate medical room for the medical officer with a bed and other first aid medicine.

Medical cell campaigns on some health related problem like use of alcohol consumption of tobacco, polythene free environment, cleanliness etc.

Additionally:

The committee of Gender Sensitization and Sexual Harassment is also formed for the welfare of the students. They organise talk and discussion on burning topics of gender issues and try to sensitize the girl student as well as the boys against gender discrimination and health issues. It may be mentioned that 33% reservation for women has been implemented in this Student Union for the last year the post are result on rotation student Mentoring system is related to stress management of the student and make some counselling session of the girls.

The NSS unit maintains the social services within the campus and outside.

The colleges is affiliated to Bilaspur University, Bilaspur.

The college has an elaborate academic support mechanism.

All the departments follow the syllabus of Bilaspur University for the UG and PG level.

The examination system is very systematic and transparent.

Examination committee is appointed by the Principal in each end semester examination and they are engaged in a smooth conduction of examination, sending answer script to the university, verification of the internal assessment and the other issues related to the examination.

The institution has many Part Time and Guest Teachers in addition to the regular teachers for the benefit of the student.