

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

- The allocation and utilisation of the available financial resources are optimised for maintenance of the facilities through the committee constituted for this purpose. Every new student is introduced to all the facilities and oriented towards their proper utilisation through college and departmental orientation programs. Proper use of laboratory equipment's is explained and also prominently displayed as posters in the laboratories. The college library carries the orientation of newly admitted students in batches to explain how to use the available facilities and also ensure their upkeep
- The building committee of the college looks after addition and alteration in any part of the building. The college employs the service of a site engineer who is consulted when required for modification or repair work. Cleanliness of the classroom and washroom and the campus ensured by outsourcing with a number of regular sanitization staff of the college. A supervisor appointed by the college, oversees the allotment of work for the sanitization staff. The college caretaker is in overall charge. The complaint of the students for any infrastructure repair required is noted in a register. The caretaker then deputes the electrician, plumber or carpenter as per requirement in a manual entry or may also be made in the complaint register kept with the caretaker regarding repair.
- The formal structure for maintenance of facilities is as follows Care taker for supervision of Security and Sanitization Staff maintenance of essential facilities and assets in the college.
- Site engineer who oversees construction repair and innovation projects Electrical and interior was followed in due process as in consultation with college architect or consultant.
- Full time electrician for fixing electrical lines and electric panel for maintenance air conditioning functioning, electrical equipment's audio visual system for events performance all of electrical equipment's communication lines etc.
- The Laboratory Staff ensures that laboratory equipment is in good condition and functional at all times. Instruments and other equipment require periodic

calibration. In case of instruments and equipments with error or beyond repair condition and fit to be disposed off, a committee surveys and gives recommendations for the same. Disposal of e-waste is done with due diligence. AMC is taken for machine and equipment that requires periodic maintenance at high frequency apart from sophisticated scientific research instruments this list includes CCTV network, Wi-Fi network, R O water purifier, laptop issued to the Principal and teacher are serviced at least once a year or on request

- Allahabad Bank's ATM machine is in the courtyard of the college for staff.
- The college has a Girls' Common Room, in which Sanitary Vending Machines have been installed.
- The college has a separate sports building for the students with gym and Badminton and different kinds of sports facilities where sports competitions are organized from time to time.
- The College Campus has 4 water purifiers and water coolers installed at different places that provide clean and cold drinking water to students and staff. It is regularly checked and looked after every year.
- The college has a central library for students.
- Hindi and English medium books are available in the Central Library and internet facility has also been provided so that students can get the book issued or can read it on the system.
- Apart from this, there is also a departmental library for PG students in every department.
- There is provision for students desirous of enrolling in NCC even from educational institutions that are not enlisted as NCC sub-units. In this provision of 'Open Category', the student needs to approach the Commanding Officer of the nearest NCC Unit for further guidance. The students can thus avail NCC training from institutions that are already NCC sub-units.