

4.4.2 Policy and Procedure Document

The campus of the institution is center of the lives of all students that holds a special place in their hearts. A great chunk of the most precious and creative phase of their life is spent in the college campus. The infrastructure at our institution is adequate to provide conducive atmosphere for students to realize their full potential through achievement of program outcomes. The planning of college campus is by considering present and future endeavors of the institution. The Laboratories of all core subjects are regularly maintained and well-equipped to perform prescribed experiments. For the optimum use of infrastructure classes are conducted in shifts and time table is scheduled accordingly.

Policies

The institute has a well-laid out policy for infrastructure development with academic expansion. To ensure optimal allocation and utilization of the financial resources, maintenance of infrastructure and purchase of new equipment shall be done in consultation with the college development committee and the management. Budgetary provision for augmentation and maintenance of the infrastructure shall be made at the beginning of each academic session. For the continuous upgradation and maintenance of infrastructure, the budget estimate shall be prepared by the UGC Grants Planning Board. This estimate shall be kept in college development committee for sanctioning which after approval shall forward the same to Parent Management Committee. Approved Engineer of the Management shall survey and review the proposal following which a resolution shall be passed in Building Committee of Management. Further action shall involve inviting tenders, and order of construction /renovations to private agency quoting lowest prices.

A] Physical facilities: -

a) Academic facilities: -

Classroom, laboratories, seminar halls and auditorium in the institution should be in satisfactory number to cater to the needs of students enrolled in each programme. The maximum utilization of classrooms and Laboratories should be carried out by conducting classes in shifts. Classrooms and laboratories should be furnished with LCD projector wherever possible to ensure use of ICT in Teaching-Learning. The

seminar halls should have well-maintained Audio-Visual System for smooth conduction of guest lecture series, etc.

b) Library: -

Necessary steps shall be taken to ensure Library Automation. Library should be stocked with sufficient number of textbooks, reference books, magazines, journals etc keeping in mind the ever-growing needs of the students. Department of Library should strive to implement e-library facility so that students have access to e-books, e-journals, Shodhganga, Databases for upgradation in research etc.

c) Computing and IT facility: -

Adequate and relevant computing and internet services should be made available in the institution. The institution shall provide ICT facilities to all departments with **leased line of 100 mbps Bandwidth** of internet. The students should have access to sufficient number of computers.

d) Digitalization of System- The college should encourage and expedite use of software for administrative purposes, documentation, reporting, tracking etc. at all levels.

B] Support facilities: -

The institution shall try to provide support facilities to satisfy all-round needs of all stakeholders. These include facilities for indoor and outdoor games, gymnasium, health centre, college canteen, Boys' and Girls' Common Rooms and Eco-Club units.

1. Gymnasium-In tune with the objective of all-round development of the students, the campus is equipped with in house gymnasium. Regular exercise helps the students to improve moods and attitude.

2. Yoga centre- in our institution to create spiritual and holistic approach among the students and staff members Yoga centre is established. Which is under expertise Yoga teacher for useful guidance. This centre boost to keep human body and mind fit and also support to remain stress free.

3. Health centre- It is one of the responsible and emergent support systems in the institution to assist in the treatment of students as early as possible. It specially concentrates on primary medical care of students in campus.

4. College Canteen- Complementary to classroom educational experiences of students' canteen also plays important role in promoting social communication and healthy eating habits.

5. Common Room- As upgradation in infrastructural facility college render separate common rooms for boys and girls. In this area students can procure fruitful discussions and also get relaxed. Both the common rooms are supported by wi-fi facility.

6. Eco-friendly Units- Fostering eco-friendly environment in campus of college various units are working.

In campus of college large Water harvesting pit is constructed to Save Water, which is serving to increase water table of campus.

Green waste created in gardens of college campus are managed by preparing organic manure in Compost pit.

Plantation programs are carried out regularly by NSS, NCC and various departments at campus of college or at Villages to Save Environment.

Cleanliness drives are arranged regularly at various places in the city like railway station, bus stand, vegetable market, various hospitals to Save health.

Procedure for Maintenance

Institution have created policies and procedure to keep the healthy, pleasant and comfortable ambience of institution

We have hired services for cleaning classrooms, toilets, auditorium, campus area & girls' hostel.

We have gardener to look after various green areas and botanical garden. Apart from this, students of Department of Botany are also involved in caring the botanical garden.

Water supply is from the municipal corporation, Dug-well and Borewell in campus. Water purifiers and water coolers are installed at various places and maintained by experts.

To overcome problems of power cuts, many departments have been equipped with inverters while a generator is also installed for emergency work.

LED lights are incorporated in in most of the open places and classrooms to reduce electricity consumption.

For maintenance of Electric Supply units, wiring, repairing of all basic requirements is given to expert electrician on contract basis.

The maintenance of computer, software, hardware and internet facility in the institution is given to expertise person on contract basis.

Security of college campus is maintained by security guards hired form private services.

To maintain the security and safety of all students, full campus of college is under surveillance of CCTV.

For fire safety each laboratory of the department it provided with cylinders.