

To maintain and utilize physical, academic and support facilities such as laboratory, library, sports facilities, computer, laptop, classrooms etc., the institution adopts the following procedures:

1. A Monitoring committee of the college supervises the functioning of the facilities.
2. For each facility and aspect, a sub-committee is formed and the in-charge of that committee carries out regular monitoring.
3. In the case of library, the librarian and the library staff undertake the required maintenance and utilization of the resources. The library pursues its own policy in respect of purchasing books. For that purpose, the library committee takes all decisions for purchasing and maintenance of books and other facilities including ICT tools and e-resources.
4. The institution has three laboratories namely Computer lab, Language Lab, and Psychological practical lab. Computer laboratory is usually monitored by the teacher in-charge. The teacher in-charge monitors classes and all the available ICT tools. The language laboratory is monitored by the convener of the certificate Course viz. Spoken English. The convener looks after both classroom transaction and maintenance of the facilities. The Psychological Laboratory is monitored by the teachers of the Dept. of Education headed by the HoD. It is to note here that the mentioned office in-charge of each laboratory submits purchasing requirements to the administration and the administration makes necessary arrangements.
5. The institution has already created some sports facilities like badminton court, volleyball and basket ball court, gymnasium, etc. within the campus. The institution appoints regular sports in-charge along with trainers to look after the facilities and impart regular training.
6. Classrooms are usually monitored by the Academic observer. Regular sittings are held to discuss about various classroom aspects including maintenance and purchasing of classroom teaching-learning tools.

After all, all the facilities are monitored through the mentioned process so that smooth functioning of academic transaction can be ensured.