

Library

For overall smooth functioning of the library, it is divided into following 4 main sections and each section has its unique identity and a defined standard procedure. The library works effectively and serves its patrons for information requirements.

1. Processing Section
2. Circulation Section
3. Serial Section
4. Reference Section

The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered, check on the facilities to be provided for the students and the staff. Yearly statistics for utilization of library resources helps in collection development policy of the library. Withdrawal of books and other reading material which is not useful for current references is done on a regular basis. The Library Committee and Head of the Institute initiates the withdrawal policy.

Laboratory

As the College has many departments, the Laboratory policy forms the core in the working of the college. While the Laboratory has several instruments and equipment, the same is maintained by the concern department with the lab upgradation grant provided by the GoH. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.

Sports

Sports committee looks after maintaining the sports ground and sports equipment. Committee organizes various indoor and outdoor sports competitions for students at intra and intercollegiate level. For holistic development, students are encouraged to participate in the competitions. Coaches for events where there is good student representation, are appointed with the permission of the Principal. The celebration of the International Yoga Day has become a regular affair and many students and staff participate in the same.

Computers

Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure is to be done on regular basis. Annual maintenance contracts for computers, copier machines, software, CCTV, garden, security are in place. Policy is developed to maintain a balanced student and computer ratio, so that all students will be benefited for academic purposes. The well-defined purchase policy developed by the Purchase Committee looks after all the purchases in the college as per the requirement of the department and purchase/repair to be done with the funds available in the concern department or by lab development grant from Government side. The college follows all safety and security norms as required for an educational institution and makes optimal use of all security mechanisms. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.

Classroom management

Classroom being the most primary and important work space, is managed with proper systems and procedures as recommended by the University. It is followed keeping in mind the modern teaching learning environment. The classrooms are well equipped with all modern technology like the smart boards and other technologies for better and effective teaching. CCTVs installed on different location in the teaching rooms to make sure of the safety and the security of all students, teachers and equipment. Stock list of assets of Class room property, cleaning and maintenance are done on a regular basis, proper reporting system about repairs and replacements are the basic attributes of classroom management.