

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Each department maintains its own stock register of departmental books, journals and publications. The record of the total number of books, journals, publications, etc. of the entire institution is maintained by the central library. Almost all Science departments, Commerce and few departments of Social Sciences like English maintain their own logbook to record the user rate of departmental computers. Software for Accounting and Taxation as well as Antivirus packages are installed in the computers of the respective departments as per requirement. All installed software packages are monitored on a regular basis for updating to newer versions from time to time to meet the emerging needs of the faculties and students. All the computers of the respective departments are thoroughly monitored on a regular basis for any kind of needful repairing and associated service. Science departments, particularly Chemistry, Physics, Zoology and Botany maintain a stock register for use and purchase of different chemicals, salts, equipments to facilitate the practical work carried out in laboratories. Departments like Zoology and Botany maintain stock of specimens, charts, models, equipments, museum specimen etc. for demonstration in the class and fieldwork. All science departments keep a record of the lab based instruments in their respective departmental logbooks. The purchase and use of different equipments and materials used for various sports activities are maintained in the stock registers and log books respectively.