

The Procedures and Policies for maintaining and utilizing Physical, Academic and support facilities

The Procedures and Policies for maintaining and utilizing Physical, Academic and support facilities – laboratory, library, sports complex, computers, classrooms etc. are as follows.

- Maintaining and utilizing Physical, Academic and support facilities are maintained by the Principal, Vice Principal, Academic Vice Principal, Co-ordinator, IQAC with the help of faculty members, non-teaching and library staff.
- Various committees are formed for maintaining the support services where teaching, non-teaching and student members are included.
- The laboratories are monitored and maintained by the departmental faculty members with the help of laboratory bearers and Grade IV employees.
- The library is maintained and supervised by the Librarian with the help of library staff, Digital library section maintained by the In-charge of Digital Library Section.
- Apart from the regular students of the institution the facilities of the library have been utilised by the students of the Study Centre of Krishna Kanta Handique State Open University (KKHSOU) and National Institute of Open Schooling (NIOS)
- The college has no permanent Sports Complex. Sports field under Kakojan Sports Association which is in front of the institution has been utilised by the institution in any sports events of the institution as well as competitions under parent University.
- The Computer Laboratory has been maintained by the Computer Faculties. Special technicians are invited in need for maintenance of computers. The computers in the Computer Laboratory have been utilised for the course under the parent University. Besides this the institution have been running four (04) add on Self-Funded Certificate Courses on Basic Computer Application, Internet Based Web Designing, Hardware and Networking and Desktop Publishing (DTP) for which the computer laboratory is used. Computer Laboratory is also used for Spoken Tutorials programme in association with IIT, Bombay on ICT.
- The classrooms are used for regular classes and it has been maintained by the Grade IV employees. Apart from regular classes the classrooms are utilized by the Study Centres of Krishna Kanta Handique State Open University (KKHSOU) and National Institute of Open Schooling (NIOS) for Diploma of Elementary Education (D.El.Ed.) classes on Sundays. The classrooms of the institution have been used for various competitive examinations like Civil Service Examination, Written Selection test for various government jobs on holidays.