

#### **4.4.2 Procedure & Policies for Physical, Academic & Support Facilities**

Our college makes every effort to maintain and utilize the academic and support facilities to a greater extent. As it is a premier and leading institution accredited with B+ by NAAC in its Second Cycle, it has established the procedures adopted by Government of Odisha, Department of Higher Education and UGC guidelines. As per procedure, the institution ensures all the class rooms, Computers, Networking condition, equipment and apparatus are engaged properly and in good working condition. The qualified IT instructor is engaged to maintain computer lab. Lab equipment of the science departments are maintained lab personnel. It is being upgraded where ever required.

The repair and maintenance of furniture, equipment are verified regularly and on a priority basis it is being repaired by the institution. The neat and cleanliness of our institution are maintained daily by sweepers. Stock verification is carried out annually. Air conditioned and other electrical appliances are regularly being checked and repair and replace where necessary. There is a library advisory committee prepares plans and ensures the need of books of any subjects to enhance library facilities for both students and teachers. There is a plan of Library Advisory Committee to complete automation of the library for easy access to readers. Presently books are purchase from RUSA funds and UGC Funds to enrich the facility of library. For borrowing books Library card have been issued to the students. With regard to the sports facilities, our institution is equipped with sports materials and students make use of that. The Physical Education Teacher is in charge of the sports materials and maintains all round development of sports activities among the students.