



Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc for the Session 2017-18

The Institution believes in the maximum utilization of its physical, academic and support facilities at its disposal for the realization of its mission and vision. The physical infrastructure comprising 22 classrooms, 4 laboratories, the Library, the Establishment, Examination and Accounts section, the SAMS centre the Gym stand on an area of 5.8 acres are maintained by the Governing body. A Committee of Teachers headed by the Principal regularly monitor the use and necessity of additional facilities and take steps accordingly. The Principal assigns responsibility to different members for the upkeep, regulating cleanliness, vigilance, security and maintenance of the campus, roads, garden, corridors and buildings at its disposal. There are well-equipped Laboratories for teaching subjects like Physics & Chemistry. A number of 16 students constitute a Practical group. Practical classes are conducted according to the syllabus of the University. The Lab Assistants aided by the departmental Heads manage the classes and maintain the records and Lab equipments. The management and the maintenance of the College Library is handled by the Librarian with the help of the support staff. A Teacher is delegated with the job of supervising the activity by the Principal. New books as requisitioned by different teaching departments are procured by a Purchase Committee as per the guidelines of the UGC and the State Financial rules.

Academic system:

The College working hour extends from 10AM to 5 PM .All Sections remain opened during the working hour. The lessons are conducted as per departmental time table. The time table includes both Practical and Theory classes as well as Proctorial and Seminar classes. The Academic Calendar is being prepared to streamline the working days observation days and holidays. The Faculty members make Lesson plan, take Lesson Notes and maintain a Progress Register of the lesson delivery. The Progress Register is verified by Academic Bursar and the Principal . An academic audit has been made of the classes taken by each faculty member at end of each academic session. The Proctorial system has been implemented to redress personal difficulties and counseling.

Physical Facilities:

The College Campus of 5.08 acres of land has of Class rooms, Lecture halls, one central Library, 05 Laboratories, 01 SAMS centers, Examination section, Account section, Establishment section, Students' welfare section, one GCR, one BCR, one Staff Common room, one Conference hall, one Network resource center, Students Reading room, one Dark room, Students Canteen, strong room for question paper, IQAC Conference room, Guest room, Students Employment and Information cell, Consumer Co-operative store, N.S.S., Y.R.C. and one Botanical garden are also there in the campus.

Sports complex:

One play ground of 610×55 meter size also exists nearby the college. The students practice games in the afternoon. Annual Athletic Meet and interclass matches are done regularly organized.

Laboratory:

There are 05 Laboratories for Science. A Practical group of 16 students conduct experiments as per the syllabus. Practical class are taken by Demonstrator and Lecturers . The student are issued with equipment/articles for experiment from the general stock. The students refund the non-consumable, articles after the experiments. In case of any breakage the concerned students are levied charges.

Library:

The College Library has 6609 Nos. of text books and 2669 Nos. of reference books. The Library opens at 9:30 A.M and closes at 5.30 P.M. The books are issued to the students as per day schedule. A student can borrow three books for fifteen days. Students are also issued question bank to see question models of previous examinations. One staff publication display board and one new arrival section are displayed for view. In case of loss and damages of library books the students are levied the charges of three times of the cost of the books.

Classrooms :

The Institution has well ventilate class rooms to hold Theory & practical Classes. These are regularly swept and kept neat and clean everyday. The Classrooms are opened for the Students half an hour before the commencement of classes. The teachers are supplied with teaching assessories like chalk, dusters, markers etc as per requirement. Chemicals & Solvents used in the Lab are replenished from the College fund. Equipment & other necessities are purchased from College fund and other grants by UGC.

Rajesh Chandra
Coordinator
IDP
Panda

[Signature]
PRINCIPAL
Principal
Swarnachud College,
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