

Need of the Policy:

The physical and academic facility policy provide the basis for equitable allocation and efficient utilization of facility based on the critical needs of educational and administrative activities. Central coordination of facility allocation ensure the effective and optimal utilization of the facilities.

1. Establish standard procedures for the use of physical and academic facilities.
2. Properly schedule different activities without any hindrance.
3. Increase the degree of communication and coordination among different users and caretakers.

Classroom assignment and utilization:

The classroom schedule and assignment is decided by time table committee under the influence of principal. The utilization policy consists of a process of distributing classrooms for the upcoming semester. The time table is designed with the number of classrooms available. While allotting classrooms and classes it is to be noted, the capacity of classroom and strength of students.

Laboratory use and Assignment:

The Head of Department and Vice-Principal takes decision for the allocation of the laboratories. Optimum utilization is done without any problems. Space is allotted to faculty members and students for undertaking experiments and demonstration.

Academic and Administrative Office:

Office space is allocated to Principal, administrative staff, Head of department, librarian, Physical director or committee as available, in a manner that best advances College priorities. Office to each department is allocated by the principal of the college.

Seminar Hall and Conference Rooms:

The purpose of allotting Seminar Hall.

1. Meetings of college development committee. (CDC) and IQAC
2. Faculty and staff meeting with principal.
3. Workshops, Seminars, Cultural activities, meetings various committees.

The college space is also allocated to external users on the basis of their request. While allocating space to external users the care has to be taken that there is no disturbance to the academic activities. The space allocation is allowed for following activities:

1. Classrooms for Competitive exams by genuine organizations.
2. Seminar halls for lectures by NGO
3. Meeting rooms for alumni meetings.

Gymnasium and sports facility:

The rules about utilization of sports Facilities are laid Principal. Open campus of gymnasium for physical exercise are made available. Announcements regarding sports are displayed on notice boards. All sports facilities present in the campus are utilised for sports education, training, competition, and recreation. Well equipped gymnasium, the schedule of gymnasium is decided by physical Director.

Rules for use of gymnasium:

- Every user has to sign in register, wear Recommended attires include T-shirts, sports trousers and sport shoes.
- Gymnasium facility is available in scheduled time only.
- Every user should be courteous to other users by limiting his/her exercise at a single station as well as should finish his workout in limited time

Library:

Library issues the membership card to everyone. Every member has to fill library membership form for access the library. Students are Issued 2 books on their account for I week & staff can be Issued as per their requirement. For the approval of purchase any software and books the work is carried out by governing body of Institution.