



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

Process of utilization of physical, academic and support facilities:

The responsibility of using college infrastructure properly including classrooms, library, laboratory, sports facilities, computers, etc. always lies with the stakeholders, faculty members, office staff and students headed by the Principal of the college. All the stakeholders inculcate good practices like keeping the campus clean and plastic-free, regularly using of the dustbins, declaring the campus tobacco-free and smoking-free, switching off electrical equipments when not required, *etc.* Use of log books for availing library services, using computer lab, maintaining stock registers for scientific equipments, books & journals, IT equipments, sports equipments are common practice made by the stakeholders.

- a) Most of the science departments have their separate laboratories both for Major and General course. The general course students are divided into several groups and accordingly their practical class is being allotted. In every science department, the Laboratory attendants facilitate the students with chemicals, glass goods, and other equipments relating to their practical classes. Students perform their experiments in presence of faculties.
- b) Two types of libraries are there in the college: i) Central Library ii) Departmental library. The college maintains the Central Library along with few departmental libraries. The departmental libraries are usually being used by the major course students only apart from the Central library. The General course students collect the books from the central library only.
- c) The institute maintains a Bio-Tech Hub and one research laboratory. Students are encouraged to use these laboratories for their project work and science seminars.
- d) Purified drinking water facilities are made available for the students, teachers and non-teaching staff. The systems are maintained by the suppliers whenever required.
- e) Cycle stands are available for the students adjacent to almost every building that are looked after by the Development Committee of the college.
- f) There is also separate canteen for the students, which is maintained by the person in charge of the canteen & monitored by the College Development Committee.
- g) Security Guards are hired from private security agencies for 24X7 security of the college.



- h) CCTV cameras are also installed in the college. These are maintained by the suppliers as and when required.
- i) Other than utilizing the classroom boards and furniture facilities by the teachers and students of the college, sometimes these infrastructural facilities are also made available for other Government/Bank/Public Service Commission for conducting examinations during holidays and vacations.
- j) The classrooms are also made available to IGNOU, MBB College Study Centre and Distance Learning Centre of Tripura University during holidays and vacations.
- k) The maintenance and the cleaning of the classrooms and the laboratories are done by the non-teaching staff on regular basis.
- l) The College website and library software are designed and maintained by Sri Ratul Chakraborty, Assistant Professor, Department of Statistics of this institute.
- m) Adequate number of computers with internet facilities and utility devices are available in most of the locations of the college like - office, laboratories, library, science building, arts block, individual departments etc.

The central computer laboratory connected in LAN is open for the students at the specified times permitted for them. The office computers are connected through LAN for easier and systematic work by the office staff. The library is also provided with browsing facility for the students.

All the computers and accessories of the college are maintained by the suppliers under the supervision of the faculties of IT department.

- n) Academic and support facilities like library, sports and other platforms supporting overall development of the students like NSS & NCC are benefitting the students. The library is maintained by the library staff headed by the Head Librarian. The sports equipments are maintained by the faculties of Physical Education department along with support staff.
- o) Regarding accession to the library, the researchers and research scholars are also permitted to access in addition to students, teachers and office staff.
- p) The existing five gardens of the college are maintained by the gardener appointed by the college.
- q) The electrical facilities are looked after by the Internal Electrification Division of PWD.