

Procedures and policies for maintaining and utilizing physical, academic and support facilities

The area of campus is 4.45 acres. From a single college offering a degree in Humanities, the Management body now has degree colleges for commerce, education, computer applications, and also the Masters Programmes in Management and Computer Applications. The policy is to keep the whole campus including buildings, canteen, the ground and the stage keep absolutely neat and clean. The policy is as under:

In the beginning of the financial year, the management decides to undertake various projects for maintenance of the physical facilities of the campus. For the maintenance of physical facilities the Hon. Management of the institution had allocated a budget of Rs. 10,00,000/- for the financial year 2018-19. Hence an expenditure of Rs. 10,13,897/- was incurred for converting three present classrooms into ICT enabled ones and also for the new construction of some additional washrooms, renovation of the existing washrooms, for purchasing a new water-cooler, and sports equipments.

(1) Security

Any Institution providing education to girls, should pay utmost attention to their safety and security. For that our management has initiated an installation of CCTV surveillance system in buildings, playground, corridors, and the campus. Security personnel are present round the clock, 365 days. The guards do not allow entry without I-cards to anyone, nor do they allow the boarders to leave the campus without authorization.

(2) Physical facilities

The College building has large airy classrooms, adequate tube-lights, fans, comfortable benches and desks. Students' washrooms are constructed on every floor. An RO water plant has been installed. The Administration section is large so that students can queue up for filling forms etc. For the differently abled students, all the buildings are fitted with a ramp for easy access to the upper floors.

(3) Academic and other facilities

The students are encouraged to take utmost advantage of the academic and other facilities such as DELL computer lab, the StationE language lab, Library, reading room, room for cultural activities, playground for various sports activities, Home Science Laboratory and classrooms. The computers are maintained through an annual maintenance contract; the Library is constantly upgraded with new books, magazines and newspapers. The laboratory for the Home Science department has the necessary equipments. These equipments are frequently upgraded.

(4) Support facilities

Support facilities in the campus are a hostel, a mess and a canteen. The hostel has 40 rooms for the College girls. The hostel building is equipped with LED bulbs; the solar water heating system installed by the Trust provides hot water to hostel and the Mess. The hostel is cleaned

twice every day. Two rectors are appointed by the Trust in the hostel. The canteen offers subsidized food to students. The canteen offers fresh and hygienic food with high quality ingredients and cleanliness.

(5) Cleanliness

The policy of the Management body regarding cleanliness is very clear. Disposing off the litter except in the dustbins is strictly prohibited. Dustbins are placed at proper places in the building. The campus is cleaned every day; the buildings are swept and mopped every day. The washrooms are cleaned twice a day.