

Policies and procedures 2019-20

The procedures and policies adopted by the institute for maintaining and utilizing physical, academic and support facilities include: up-gradation of the obsolete, facilities well-versed with technology and which enhance the quality of institutional life, provide comfortable and ergonomically efficient spaces and environment for optimal output.

IT Facilities

The institute has an in-house team for the maintenance of its Systems and Network and minor hardware daily repair. Computers are regularly updated with anti-virus software to protect them from malicious programs. The conference rooms and seminar room in the institute for organizing various Lectures/Seminars/Talks/Conferences/Workshops/FDPs etc. are enabled with ICT infrastructure. This also serves the purpose for Online Examination Centre and Placement/Internship tests.

Grievance Committee

The institute has a caretaker as the nodal person to receive and redress complaints.

e- Learning

During the Covid-19 Pandemic and Lockdown, the institute facilitated Online Teaching and Learning by providing access to different Online Platforms. The institute further facilitated Online Teaching and Learning and several academic activities.

Library Facilities

Library Committee is responsible for effective functioning of the Library and purchase of library resources. Library is equipped with the CCTV cameras and Electronic Article Surveillance (EAS) system to prevent pilferage and overall monitoring and surveillance. The library has an institutional membership with LIBWARE 3.0. Library Automation a. RFID for circulation, security, stock verification and other library work c. OPAC

Transport Facilities:

The institute provides bus facilities to staff and students to distant areas.

Management Information system:

The institute works through a proper channel by using electronic mail and by circulating the information through notices.

ERP

The institute follows ERP System for maintenance of student's attendance and other records

Sports and extracurricular activities

The institute has a well-equipped Sports Complex comprising Yoga Room for recreation, fitness center. One concrete Basketball Court, Play Field with Centre Cricket Pitch and Football uprights, Sports Room, Sports Store Room. The institute has active student teams for different Sports that participate on a continual basis in intra and inter college sports events.