

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

Procedures and policies of all the colleges on college campus are framed by Sarvajanic Education Society centrally. The Management Executive Committee along with the Local Administrative committee office bearers conducts meetings to take decisions regarding requirements of each colleges on the campus.

A special Estate department is run to implement the decisions taken in regards to create new facilities as well as maintenance and repair on the campus. At local level the principal co-ordinates with Local Administrative Committee and Estate department and implements the decision taken at college level.

In line with the academic calendar prepared by the University, the college prepares its academic calendar specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation. The Time Table committee designs the timetable which is displayed on the college notice board and college application.

At the beginning of the year, department meeting is held to discuss the course contents and distributes the syllabus. The teachers prepare lesson plans to make teaching process effective. Such a practice not only ensures planned delivery of curriculum but also reflects the use of innovative teaching methods such as ICT and participative teaching. The college library provides teachers and students with necessary learning resources. Also, in tune with the changes of syllabi made by the university, the college procures number of books and research journals in the library. At the end of each academic session the students appear for the semester examination. The college follows the curriculum prescribed by the respective Board of Studies and makes its representative through the teachers who become members of the Board of Studies.

Different committee are formed to conduct co-curricular and extracurricular activities. Equipment of Sports Complex are regularly maintained. ICT tools maintenance Contracts are given. Furniture of classrooms are repaired immediately as and when required by the Estate Department. Service of Electrician, Carpenters is provided by the Estate Department.