

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

The college has a system for maintaining and utilizing physical, academic and support facilities of the institute. The system is handled by the college administration in co-ordination with the respective departments at least once in a year. As far as practicable, care has been taken to keep the computer systems, photocopying machines, available ICT tools such as LCD projectors, etc., in working condition. Being an arts college, the only main laboratory is that of the geography department. The available practical related equipment and tools are kept in working condition. Since the institute has very limited non-teaching staff, the equipment, both in administrative block and departments and laboratory are being look after by the respective head of departments. There is no housekeeping section in the college. A brief description is presented below on maintenance and utilization of some facilities.

1. **Laboratory:** The only laboratory in geography department is look after by the teachers of the department. There is no laboratory assistant/ laboratory attendant, as the vacancy is not filled up by the directorate, as the college being a government college, is under the Directorate of University and Higher Education (DUHE), Government of Manipur. The items in the laboratory of the department are entered in the departmental stock register.
2. **Library:** Presently the college has no library staff, including the librarian, as they were all retired, and the vacancies are filled up yet. Therefore, the library is look after by a library qualified person (MLI Sc) on contract basis and assisted by one or two teachers who volunteered their service. From recent times, like the past 10-15 years, procurement of certain numbers of books is done by the Library Advisory Committee, however, majority of the book purchase is done through the directorate and supplied to the college library. Whenever, demanded from the higher authority, the college principal forwarded the book lists with immediate requirements submitted by the departmental heads to the directorate.
3. **Sport complex:** Our college do not have a sports complex. There is one medium sized football ground. There is also one room with two multiple weight training machines, and some other physical exercise equipment like cross trainer, stationery cycles, etc. There was one physical education trainer (PET), who was transferred to another institute. Therefore, the college is now with no PET to look after the gym.
4. **Computers:** The college has one computer training classroom under RUSA, where hardware vocational training course has been carried out. This very classroom is also used as smart classroom.
5. **Class Rooms:** Class rooms are allocated to all departments along with necessary teaching aids. The class rooms are utilized as per the time table of the department. The class rooms are cleaned on daily basis. There is only one smart class fitted with computer system and LCD projector. It is used by the departments on rotation basis, whenever necessary by referring to the daily class time table.