

## **Physical, Academic and Support Facilities 2018-19**

1. Maintenance of Physical Infrastructure: Maintenance of Physical facility like civil works, Laboratory equipments, furniture are done centrally by the college. Purchasing of chemical, apparatus and equipments of the college are budgeted by a budget committee consisting of Account Bursar, Administrative bursar, Accountant and other there faculty members under the chairmanship of principal.

The purchase requisition clearly specifying the details such as specification of the materials, quality, quantity, suggested supplier etc. in prescribed format are to be placed before the purchase committee. Low value of items of the common use are purchased for the stocks while costlier and special items are purchased according to production programme once the supplier to selected, the next step is to place the purchase order.

A construction committee of 6 members including principal is formed for construction and renovation work.

2. Maintenance and Renovation Committee: The college has its own Repair and Renovation Committee headed by the principal along with 4 members. We hire electrician, carpenter, plumber, pump operator for water supplies as per the situation demands.

3. Academic Modernisation and renovation of classrooms, laboratories and seminar halls are done by the grant received from Govt. of Odisha, U.G.C., MPLAD etc.

4. Support facilities: The support facilities library, Sports complex, computer centre, hostel, canteen are maintained as per the needs from time to time by the funds of Govt. college development fund, etc.

5. Library is operated by Jr. Librarian, Prof. in Charge of Library, and other supporting staffs. Each department sends the booklist to the library as per their requirements. The books are purchased centrally or through the dept itself. After purchasing of the books, due stock entries are made by the library and then books are issued to the students and faculty members for references. A stock register, access register, issue register are well maintained by the library.

6. Website: The college website is meticulously maintained by the DEO, Technicians and Prof in charge of the website.

7. Campus Lightening and beautification of the college is well maintained by electricians and gardener of the college. Control and monitoring of security in the college premises is maintained by the watch men

8. In case of the health problem of the students and staffs, we consult the doctors in the District Headquarter Hospital as it is nearer to the college.

9. Sports Wing headed by the vice presidents of 3 Athletic Council and PET is assigned the duty of maintaining the sports infrastructure.

10. SAMS – Online admission take place under the aegis of Students the Academic Management System (SAMS).

11. Computer Laboratories – There is a well furnished Computer Laboratories used in imparting computer literacy to the students and staffs as well as used for the practical classes on computers. The cost of repair and maintenance of the computer is taken care from the College Development Fund.