Quality policy

College is the hub of students for developing different skills and talents in different fields. We are committed to a student centered environment in which the intellectual, cultural, social, physical and recreational needs of students are met. Towards this, college management is committed to implement and continually improve quality management system, make available resources and infrastructure facilities for imparting quality education.

Academic & Physical facility

A) Class Rooms

Utilization:

1. Classrooms are allocated as per lecture and examination timetable.
2. Classrooms are utilized for conducting event and competitions occasionally.

Maintenance:

1. Classrooms are fully ventilated and spacious with the seating capacity of 120 students.
2. Classrooms are cleaned every-day before the commencement of lectures.
3. Repair work is carried as per requirement.

B) Library:

Utilization:

1. Record of students and faculties visiting library is maintained in Entry register.
2. Instruction manuals are displayed on the walls and notice board.
3. All the records of books orders and purchase are preserved in designated file.

Maintenance:

1. Library is fully equipped with the adequate storage area and ventilation.
2. Daily housekeeping activity is performed to keep all the area clean and hygienic.
3. Annual budget for library is separately prepared and approved from Principal.
4. Accession register is updated twice in a year or at the time of procurement of books.
5. Stock taking of books is conducted at the end of Academic year.

C) Sports Facility

Utilization & Maintenance:

1. Sports facility includes Sports ground and indoor sports room.
2. Sports equipments availability and condition is checked by sports in-charge twice in the year and necessary orders are placed for replacement or acquiring additional equipments
3. Leveling of sports ground is done twice in the year.
4. Records of quantity reconciliation are maintained in register.

D) Computers

Utilization & Maintenance

1. Computers are placed in Admin office, IT Lab, IQAC, Principal Office, Examination Control Room and Library.
2. Computers are purchased from the approved vendor.
3. AMC is placed for all computer and internet related services.
4. Maintenance Register is maintained and updated regularly.
5. Repairs and replacement of computer parts is done as per requirement.

Other Support facility:

Other physical facility includes Washrooms, Fire Extinguisher, Water Cooler, Air Conditioner, CCTV, Projectors and laptops, photocopier machine

Utilization and Maintenance of resources:

1. The availability of resources like Conference Room, Auditorium is confirmed from the respective in-charge and Principal.
2. Written application is submitted for the utilization of resources and record is maintained in Utilization Register.
3. The resources are acquired as per the requirement raised by the faculties or administration.
4. The AMC is given for the Air conditioner, CCTV, Fire Extinguisher, Water Cooler, etc which is done at least twice in a year and calibrated as per the requirement.