**Established system and procedure for maintaining utilizing, physical, academic support facilities-Lab, library, sport complex and computer class room.**

The time table of college will be prepared in a manner that every classroom should be occupied and fully utilized. Since the size of classroom of college varies considerably, the time table of the bigger classes should be set in bigger rooms. PG classes having lesser number of students should be allotted in small sized class rooms.

The sport field (main play ground, Basket ball court, Badminton court and soft Volley ball court) should be used by the players only during free periods. It will remain open for free usage before and after the class time. Indoor games will be allowed only during leisure periods. The sport material to be used for indoor and outdoor games will be issued to students accordingly.

The reading room will remain open during the college hours (for boys and girls). The students will be issued reading material (magazines, newspapers and competitive books) only during their leisure periods. The library will issue the books to students by card system according to the time allotted for the purpose. Clockwise time table (indicating the days and time) for allotment will be displayed on the library gate for the purpose.

In order to ensure the optimal utilization of laboratories, batches of students will be prepared accordingly. The Time table (indicating day and time of batches) will be displayed on the notice board of each Department. In case of power failure, supply of electricity and water will be ensured by backup system. Proper cleanliness and hygienic condition will be ensured inside Classrooms, Laboratories, Library, Sport Complex, Reading Room, Girl’s Common Room and the Toilets.

First priority for the usage of Computer Room will be given to the students of vocational course and the staff members. The other students of college may also avail computer and internet services whenever systems are free. A Computer Specialist (specially appointed for the purpose) will always remain in room to monitor the usage and to prevent misuse of net. The library will remain open for use for teachers during college hours. Visitor register will be maintained in library.

 The class rooms, laboratories, games facilities, common room, library and computer room will be properly maintained by the grants received from Directorate of Higher Education U P. In case of shortage of furniture separate demand from the Director (Higher Education U P) will be made.