

To ensure better outputs and flawless functioning of physical, academic and support facilities, the institution monitors its procedures to look after them. All supporting facilities are being taken care of by supporting staff to ensure their better working. Following are various procedures the college has been practicing.

### **Implementation and Follow-up Mechanism:**

The separate Administrative Block, a pivotal instrument in policymaking, under the supervision of the principal takes care of all sorts of facilities available in the institution. For mundane maintenance and expenses, the principal gives instructions to the administrative staff.

### **Purchase Committee:**

This committee is a statutory body formed by the Management includes couple of members from the Management and the principal. This committee is to ensure transparency in purchasing equipment, computers, books, sport equipment for gymnasium and maintenance of turf wicket, Pavilion etc. Quotations from respective dealers are invited by the Head and after thorough analysis and discussion in the meeting the purchase is ordered.

### **Physical Facilities:**

Physical facilities of the institute include computer laboratory, classrooms, playground, canteen, and stationery kiosk, parking zone, gymnasium, amphitheater, and ladies room. Enrolled UG and PG students, teaching and non-teaching staff are entitled to use these facilities. All the stakeholders have equal opportunity to make use of these physical facilities. The non-teaching staff shares the responsibility of the routine cleaning and maintenance of classrooms, library, staffroom and the Campus. In exceptional cases, the maintenance contract is assigned to the local experts. Fumigation is done twice in a year. Maintenance of toilets and service area are outsourced through various external agencies. The responsibility of the campus beautification and gardening is given to gardeners. The College has adequate number of computers accessible to all stakeholders with free internet and Wi-Fi facilities. In addition to this, majority of the teaching staff has been given laptops for their academic purpose. For potable water supply the college has installed R.O. system and coolers. Engineers of the BCA College look after the entire ICT set up.

### **Building and Infrastructure:**

The Infrastructure and Building Committee, founded by the Management, looks after the building construction plan, renovation, maintenance, facelift, repairing and beautification of the campus. The Committee functions in a democratic set up to ensure transparency and flawless functioning.

### **Academic Facilities:**

- Admission policy is formed every year with the commencement of the new academic year. Admission lists are scrutinized on the merits only. Students are given counseling, especially for the choice of subjects.
- Academic support facilities are always at the College stakeholders' disposal. Under the norms and regulations, for at least three years, students may avail the library, sports, and other facilities. The Library is having 08 computer desks with sitting capacity of around 100 students. They can access to the OPAC (Online Public Access Catalogue) and N-List software facilities. The Central Library is open for all members from 8 am to 8 pm.