

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - **laboratory, library, sports complex, computers, classrooms** etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

The college has a working systems and procedures for maintaining and utilizing physical academic and support facilities.

1. There is a budget provision for new as well as old facilities; repair maintains which is allocated by the Governing Body in its meeting from time to time.
2. The college has a Construction Committee which monitors and supervises every new construction in the campus.
3. The college has Annual Maintenance Contract with ADOVE, Hailakandi for the maintenance of college website.
4. All facilities in the college like, Auditorium, Parking and Sports facilities are maintained on regular basis.
5. The cleaning and the maintenance of class rooms, laboratories are done by the non-teaching staff as per cleaning schedule monitored by the Principal.
6. The college has Annual Maintenance Contract with ADOVE, Hailakandi for the maintenance of computer Hardware, Repairing and maintenance and college website.
7. The college has Annual Maintenance Contract with EXABYTE Solutions, Silchar for maintenance of College Automation Software, engaged in Admission, Accountancy maintenance, Examination and preparation of Acutance.