



## **S.K.C.G. Autonomous College, PARALAKHEMUNDI**

### **Procedures and Policies for Maintaining and Utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

For Practical classes laboratories are available. All necessary equipment/apparatus/fittings are procured and fixed/used as per standard laboratory designs for respective subjects. Government of Odisha has laboratory grants earmarked for Purchase of new equipment/apparatus almost on annual basis which is utilized to add facilities on incremental basis. The repair/renovation, electric, gas, water and drainage facilities are also done on necessity/requirement basis by the local PWD department or sometimes utilizing the college development fund depending on exigency.

Laboratory assistants and Demonstrators (wherever available) usually take care of the daily maintenance and upkeep. A class-wise/Semester wise register is maintained for recording daily lab activities with signature of the Class teacher and assistant. The department store maintains stock register with details of issue of items/apparatus/Chemicals etc. Malfunction/breakage/defects are also recorded.

The College has a huge library with around 80 thousand books, mostly textbooks along with references, journals, periodicals etc maintained manually on fortnightly basis by the Library staff. There is a system of book issue/return for students on a stream-wise/Subject-wise/Class-wise basis. Every bonafide student is issued a College Library card with authentic facsimile of the Principal along with the Students' ID cards which he or she has to submit at the time of leaving the College after obtaining NO-Dues clearance from the library office. There is a sprawling Students Library Reading room adjacent to the main library where books are displayed subject-wise for reading in the room itself. The main library remains open from morning 10am to evening 5pm, however the reading room remains opened from 9 am till 6-30pm. The library has washroom, drinking water, Xerox, First aid and Cloak room facilities. Fire-extinguishers and emergency exit provisions are also there. The library is utilized almost 100% of the time and by a large number of students on a regular basis.

There is a gym, a sports goods/items store room usually in charge of the PET. A large general open playground, a medium size ground, a Basketball RCC ground and a Badminton facility within the College boundary. There is College Athletic association the members elected every year on Students' Union elections and functions following the laid down rules/guidelines of the college in the College calendar. Students utilize the Gym/Grounds/Items/facilities on a regular basis. An annual contingency money is utilized for maintenance. The classrooms along with bench-tables-black boards are also fitted with fans, electric light and drinking water-wash room facilities in each corridor for the use of students.