

Procedures and policies for maintaining and utilizing physical ,academic and support

facilities- laboratory, library, sports complex, computers, classrooms etc

Physical facilities :

- The maintenance and utilization of the College physical facilities is carried out by the Building Committee.
- For the clean campus environment sweepers are engaged on regular basis
- NSS volunteers and Eco-club members are assigned duties to clean college compound as plastic free zone. They maintain a decomposition pit with the green waste generated from the hostel and canteen.
- Aqua-guard & water cooler are provided to supply safe drinking water.
- Skilled workers are hired for repairing relating to building ,furniture etc.
- PWD is assigned to repair the dining room of the college hostel, up-gradation of college office and electrical facilities of the entire building.
- The extension of College building is under progress. PWD is assigned for the construction of 2nd to 5th floors of the 6th Bay of the main building.
- Increase in load capacity by 30 kv has been done.
- Sanitary napkin Vending machine has been installed.

Laboratory :

- There are nine laboratories in the college utilized & maintained by Botany(1), Chemistry(1), Geography(2), Journalism(1), Physiology(1), Psychology(1), Zoology(2) Departments.
- For purchase of new equipment the college mostly depend upon UGC, State Govt. Grants, RUSA and also the college fund.
- The purchase for the laboratories are entirely done through tenders in the college website or through e-tenders. Purchase Committee of the College and Project Monitoring Unit and Tender Committee of RUSA 2.0 supervise the purchase procedure.

Library:

- Library has a committee constituted of Principal, Librarian & all the Heads of the Departments.
- The Library Committee takes an important role regarding decisions for development of the Library.
- The Library has 22,233 books , print journals, newspaper ,job-related papers, magazine etc.
- Our Library is the member of Nlist through which we can get access about 6000+ e-journals & 31,35 000 e-books.
- Koha software is used for automation of the library. OPAC facility is available.
- Book bank and Book grant facility is available for needy students.
- RFID & CCTV is introduced for ensuring safety and security of the Library.

- Library has a website- scgclibrary.in through which user can know about the various facilities available to the library.
- Attempts have been initiated to publish Academic Journal.

Sports :

- The Sports Committee & Gym Instructor of the College is in-charge of the sports.
- The College has a Physical Activity Club. The members of this club engage in Karate & other physical activities.

Computers :

- The College Computer & Website Committee works into the maintenance and up-gradation of College website , publication of lectures and other notices of web-site.
- They also look into procurement of hardware and software and other items related to computers.
- There is AMC for the maintenance of computers.