



## PROCEDURE & POLICIES FOR MAINTAINING & UTILIZING PHYSICAL, ACADEMIC & SUPPORT FACILITIES

The institution believes in the maximum utilization of its physical, academic and support facilities at its disposal for the realization of its mission and vision. The physical infrastructure comprising 22 classrooms, 5 laboratory, the library, the Establishment, Examination and accounts section, the SAMS centre stand on an area of 3.0 acres are maintained by the Governing body. A committee of Teachers headed by the principal regularly monitors the use and necessity of additional facilities and takes steps accordingly. The principal assigns responsibility to different members for the maintenance of the campus. The College working hour extends from 9 AM to 4 PM. The sectional offices remain opened during the working hour. The lesson works are conducted as per departmental time table. The time table includes both practical and theory classes as well as proctorial and seminar classes. The academic calendar is being prepared to streamline the working days observation days and holidays. The faculty members make lesson plan and lesson notes and maintain a progress register of the lesson delivery. The progress register is verified by academic bursar and Principal. An academic audit has been made of the classes taken by each faculty member at end of each academic session. The proctorial system has been implemented to redress personal difficulties and counseling. The College campus has of class rooms, lecture halls, one central library, five laboratories, one SAMS centers, examination section, account section, establishment section, students welfare section, one staff common room, one conference hall, one SAMS resource centre, students reading room, students canteen, one computer laboratory, strong room for question paper, IQAC conference room, guest room, students employment and information cell, N.S.S, Y.R.C are also there in campus. There are five laboratories for science for science students. A practical group of 16 students conduct experiments as per the syllabus. Practical classes are taken by demonstrators and lecturers. The students are issued with equipment/articles for experiment from the general stock. The students refund the non-censurable articles after the experiments. In case of any breakage the concern students are levied charges. The library opens at 9.30 AM and closes at 4.30PM. The books are issued to the students as per day schedule. A student can borrow three books for fifteen days. Students are also issued question bank to see question models of previous examination. One staff publication display board and one new arrival section are displayed for view. In case of loss and damages of library books the students are levied the charges of three times of the cost of the books.

  
12/08/2020  
Principal

Janata College, Boinda  
Principal  
Dist- Angul  
Janata College, Boinda