



Office of the Principal

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# ADITYA NARAYAN COLLEGE, DUMKA

NAAC ACCREDITED B+

(A Permanent Affiliated & Govt. Aided Unit of S. K. M. University, Dumka & Regd. u/s 2(F) & 12(B) of UGC Act, 1956)

DUMKA - 814 101 (JHARKHAND)

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Ref. No. .... **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. Laboratory- Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows: • The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related owner enterprises. • The microscopes used for biological and geological experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments. • There is systematic disposal of waste. Library- The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal. The Library has special facility for visually challenged students by setting up two special computers for them. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors (students and staff) on daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee. Sports: Regarding the maintenance of indoor Badminton/ Volley Ball court / Football college sports in charge consult coaches. In their guidance accommodations are arranged. Computers- Centralized computer laboratory established by UGC and RUSA funds and more funds are used to maintain computers in the college Classrooms-The College has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments. With the help of the two full time sweepers cleanliness of class rooms is maintained. A complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.