

KALA MAHAVIDYALAYA, KORPANA



POLICIES AND PROCEDURES

(For the Maintenance and Utilization of Physical, Academic and Support Facilities)

1. Most facilities of the institution are basically and essentially meant for the students.
2. All these facilities will be well-maintained by the institution annually or when needed.
3. These facilities include sports facilities (such as the playground and Gymnasium); library and reading room, the halls, classrooms, common rooms, smart room, computer lab, IQAC room, NSS room, water coolers for pure drinking water, toilets, canteen, etc.
4. Many facilities like computer lab, smart room, canteen, library, etc can also be used by the members of the teaching and non-teaching staff for optimal utilization of the facilities.
5. All should use the facilities with utmost care and not cause any damage to anything.
6. Students should regularly use computers and the Gym facilities for their ICT skill development and better physical fitness, respectively
7. If anyone causes any damage to the institutional property and facilities, he/she will be fined in proportion to the extent of the damage.
8. Those in charge of the various facilities should ensure that all these facilities are properly used as also during the stipulated time.
9. At the beginning of the academic year a List should be prepared of interested students from various classes.
10. For the proper use of Computer Lab, a Time Table is desirable for the interested students of Junior College, B.A-I, II and Final Year to follow so that crowding can be avoided.
11. Those in charge of the computer lab should make the time table,
12. Students should follow the time table and make proper use of the facilities offered.
13. Any malfunctioning or damage of any facility should be immediately reported by the person in charge to the Principal for immediate action.
14. All students are equally entitled to the use of all the various facilities of the college.
15. The behaviour of all those who use such facilities should be decent in such places where the facilities are arranged.
16. The librarian should inform the students at the beginning of the academic year of the working time, the utilization of library resources, various procedures, issue of books, etc.
17. All those in charge of various centres and facilities like the gym will apprise the students well in advance of the various modalities of their concerned facilities or charges.