

## **POLICIES AND PROCEDURES**

The procedures and policies adopted by Govt. First Grade College for maintaining and utilizing physical, academic and support facilities such as Staff Council, Time table Committee, Library Committee, sport committee, purchases committee, Building Maintenance committee Lab Maintenance Committee, Student Feedback Committee, Women Empowerment Committee, Anti Ragging Committee. Discipline Committee, etc. of the college.

Apart from the above-mentioned committees of Govt First Grade College are Conducting Student orientation Programme at the beginning of each academic year. To maintain and upkeep the procedures, policies and the infrastructure institute facilities and equipment's, following activities are undertaken by the college:

- ❖ The staff council sets the broad guidelines on the usage of infrastructure which are then refined by Administrative office for implementation.
- ❖ Library Committee is encouraging the students to make use of the library facilities to enrich their academic excellence. Only enrolled students are allowed to enter into the college library on the strength of a valid Identity Card.
- ❖ Discipline Committee: In case of discipline committee is taking very important role to maintain discipline in the college campus. Discipline committee made some rules and regulations to maintaining discipline in the college it must following by all the students as well as staff members.
- ❖ Lab Committee: Regular maintenance of lab equipment's is done by laboratory assistant along with laboratory attendant and they are headed by lab maintenance committee convenor.
- ❖ Sport Committee is encouraging both male and female students to participating all the sports activities. Sport committee is providing sports dresses to all participated students.