

**Procedures and policies for maintaining and utilising physical, academic and support facilities- laboratories, library, sports complex, computers, classrooms etc.**

There are three different blocks with different purposes. Besides the departmental rooms, all the classrooms are divided into two categories: one for specific departmental use and the other for common classes. Laboratories of the college are maintained by the respective departments where practical activities concerning the subject are carried out. The departmental Heads are responsible for various facilities relating to laboratory matters. The college also has provision for public departmental examinations which are generally held on Sundays. This is one of the policies of the college in regards to classroom maintenance and infrastructural provisions which can be exposed to others. Since there is no librarian in the college, a faculty member is assigned as an in-charge of the library. The library in-charge issues library cards to both students and faculties for systematic procedures. The rules are strictly maintained as prescribed in the college prospectus. The computers are availed to faculties and students for required purposes. Academic staff mostly uses the computer for academic and administrative purposes while students use it for preparation of report of field work, practical activities, accessing web resources etc. The college Principal arranges basic computer and IT courses for fixed number of students, based on the available number of computers in the college during the semester break. The Physical Education Teacher handles all the programme for Games and Sports promotion in the college. Gymnasium is opened thrice in a week. The gym is availed free of cost to the Ideal Girls' College's students and teachers. The College Principal checks all the sports equipment through the Physical Education Teacher from time to time and especially before the College Week. Indoor halls are maintained with the help of local club. The college has single bedded one storey building girls' hostel. The hostel functions under the supervision of Girls' Hostel Management Committee, which looks after the management aspects. A lady warden is stationed in the hostel to maintain and manage daily affairs of the hostel. The college maintains cleanliness drive under the guidance of the assigned non-teaching staffs. It is also the policy of the college that garbage generated in the campus is collected by municipal garbage vans on daily basis. The canteen functions in partnership with private caterer on a lease basis. It is strictly monitored keeping the status of qualitative aspects in check. Grade IV staffs are assigned for cleanliness of the college.