

College Policies

The College runs in ~~two~~ ^{one} shifts and hence all the infrastructure facilities such as classrooms, laboratories, library, common amenities like girls' common room, indoor and outdoor game facilities etc. are utilized optimally.

Auditorium and Audio Visual room is available for college programs as well as to other Deoghar College Institutes. For booking, forms have to be duly filled and submitted to the principal for approval. The details of bookings are recorded in the diary for reference.

General Maintenance: The office maintains register(s) to record the complaints related to AC, furniture, fixtures, plumbing, electrical work etc. Depending upon the nature of the complaints, the majority of them are resolved by the in-house staff. If required, the experts from outside agencies are called.

Annual Maintenance Contracts are signed for AC, . . . Pest Control, Water Purification and Coolers. Some software are also under AMC like library - RAFID

Library

- Library shall cater to the academic and co-curricular needs of the students and staff
- Library shall help its users to locate, select and acquire the information needed
- Staff Members and Students can access the Library facilities and can borrow books,
- Magazines, periodicals, CD_ROM and other materials as per the rules for each category
- Library shall be accessible to the ex-students after formalities and payment of charges as stipulated from time to time.
- Annual Stock taking of Library books has been conducted

Laboratory: The maintenance of the laboratory is managed by the Laboratory Assistant under the supervision of the HOD. They are required to maintain an inventory of the equipment and carry out Annual Stock checking and withdrawal/Scrap. Repairs and maintenance are handled as per the common policy of the college.

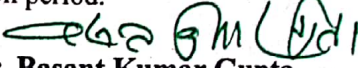
IT Infrastructure:

- Each year, the IT support staff has to carry out preventive maintenance (such as servicing, cleaning, formatting, updating antivirus software etc) of the IT equipment.
- The problems faced by the department and staff members should be reported to the technical staff using Google form which is updated when the complaints are solved.

Sports

- Deoghar college ground is common for all Institutes under the Deoghar umbrella. Each Institute has to plan their activities in advance and book the ground. The entire procedure of booking is handled by Deoghar College.
- Students are not allowed to use outdoor sports facility while his/her lectures or practical sessions are in progress.
- Outdoor sports facilities shall not be provided during the examination period.




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