



PROCEDURE AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC. OF KARANJIA AUTONOMOUS COLLEGE, KARANJIA, PIN-757037, DIST- MAYURBHANJ, ODISHA

- The college has a written **mission** statement or set of objectives that respects the autonomy, identity and integrity of the stakeholders.
- The institution has its own policy and associated procedures for maintaining and utilizing the Physical, intellectual, digital and emotional infrastructure of the institution with a commitment to ensuring the quality in all respect.
- The management of the institution gives utmost priority to extension of physical infrastructure of the institution for providing adequate number of classrooms for teaching-learning activities. The laboratories are well equipped to cater to the needs of the science students as well as social science students having practical components from time to time in view of syllabic need.
- The language laboratory is fully utilised for conducting soft skill programmes and spoken tutorial classes for better employability of the students.
- The institution has a library with thousands of text books and reference books which is maintained by the librarian and other support staff. Emphasis is always given to keep the latest published books of all subjects for providing learning resources to the teachers and the students. Every year, books are purchased as per the need of the programmes. Automation of the college library is partially done by Easy Solution for acquisition, cataloguing, circulation, serial control, OPAC and administration.
- The study room provides various regional, national and international journals, magazines in addition to the local and national dailies for updating the knowledge of the stakeholders. Hence, much importance is given to make this study room well equipped.
- As a token of encouragement for spectacular performance of the students, Best Graduate and the toppers in Science, Arts & Commerce streams are felicitated every year by the institution.
- The College website is regularly updated for providing information publicly.
- Regular Board of Studies, Board of Conducting Examiners, Academic Council and Examination Committee Meetings are held to run the Autonomous system as per UGC Guidelines. Online publication of results is ensured by the institution.

- Teachers are encouraged to undergo Orientation / Refresher courses apart from participating and presenting papers at National / International seminars, conferences and workshops. They are also encouraged to go for higher study to upgrade their knowledge in their subjects for the larger interest of the institution. The institution is committed to organizing all sorts of academic events: seminars, workshops, publication of proceedings in the form of books with ISBN.
- Proper use of electrical appliances: lights, fans, air conditioners, computers, printers, copiers and projectors is ensured and repair / upgradation and purchase of hardware and software are done by the management and administrative team in consultation with technical persons. The internet and LAN facilities are also functional and properly maintained and monitored by the T.As.
- The College has a large playground for outdoor games and sports activities along with one indoor sports complex for indoor games which are managed and monitored by the PET and other faculties and coaches. There is also a gymnasium which is used by the students and teachers for physical wellbeing.
- Internet facility is provided in the library, staff common room, office, examination cell and laboratories. It is also used for materials through e-resources both by the students and the teachers to keep themselves abreast of knowledge.
- The College has a fully functional Internal Quality Assurance Cell (IQAC) to facilitate the process of internalization of quality and play a catalytic role in enhancing the performance of the institution. It prepares AQARs and submits to NAAC as self-reviewed progress reports. IQAC creates internal awareness on quality issues and establishes credibility for the external quality evaluation.
- Career counselling, yoga and stress management classes are conducted for guiding the students for preparing their road maps for better career option and mental wellness of the students.
- NSS, YRC, Rangers & Rovers and NCC wings are functional in the institution to carry out extension activities that directly help the students to encounter the real life problems and find solutions for TQL (Total Quality Life).