## Procedures and policies for maintaining and utilizing physical, academic and support facilities (2017-2018)

- 1. The college will initiate continous and comprehensive internal evaluation in accordance with the norms and guidelines of Punjabi University, Patiala. The MST schedule will be prepared and conducted as per Academic calendar and the award lists will be uploaded on the University Portal online. In accordance with the norms and guidelines of Punjabi University, Patiala, various examination reforms were implemented. The college has initiated continuous and comprehensive internal evaluation system which is handled online. The MST schedule is prepared by the examination committee and they are conducted as per Academic Calender.
- 2. The enrollment of students for sports and NSS will be done as early as possible to use sports infrastructure of the college .
- 3. Efforts are going on to install a roof top solar plant.
- 4. E-Waste bins will be installed in the college and knowledge regarding e-waste will be provided to the students and e-waste collected will also be sent to the selected shops so that maximum e-waste can be recycled.
- 5. To sensitize the students against drug abuse, a drug de-addiction committee will be formed which will work in collaboration with Red- Cross Society and Red Ribbon Club already existing in the college.
- 6. Computers and laptops will be purchased in this session to update the ICT infrastructure. As many as 30 computers and 5 Laptops have been installed in computer lab under HEIS in this session.
- 7. N.S.S and blood donation camps will be organized.
- 8. Annual sports meet will be held.
- 9. A schedule of Departmental activities will be prepared and activities will be held accordingly.
- 10. A career counseling and placement cell has been established in the college under the guidance of Associate Prof.Simmi Johal for tapping placement opportunities in reputed industries and other organizations .to provide employment oppurtunities to the students of the college
- 11. Construction of Commerce Block and Labs under RUSA Scheme is under way.
- 12. The college will hold Van Mahotsav by planting saplings.
- 13. Plan to install CCTV cameras in most of the areas of the college.