



OFFICE OF THE PRINCIPAL,  
SEEMANTA MAHAVIDYALAYA, JHARPOKHARIA, MAYURBHANJ.  
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**Procedure and policies for maintaining and utilising Physical, Academic and support facilities-laboratory, library, sports complex, computers, classrooms etc.**

**Academic Session-2019-20**

The institution imparts UG courses in Science, Social Science and Commerce to the students of the locality, different parts of the district, neighboring district as well as neighboring state. For this purpose there are 7 laboratories of Physics, Chemistry, Botany, Zoology Anthropology departments with adequate apparatus and equipment to carter the needs of the students. All the laboratory classes are conducted by efficient faculty and supporting staff members. The laboratories are upgraded in terms of renovation of existing infrastructure as well as equipment required by the students which are need based for the change of syllabus from time to time. The laboratory and equipment are maintained properly by the supporting staff and the accounts of the equipment purchased in different times are regularly maintained in the stock register. The college has a good library for the use of students as well as staff. Stock register, issue register are maintained meticulously under the guidance of librarian and other staff members. The library is partially automated by adopting the process to bar code the books by the staff in the library. The library is cleaned properly along with all the racks with books by the supporting staff. Special attention is given for applying ant termite to protect costly books. There are two reading rooms adjacent to the library for students. There is provision of reading space for faculty in the library. Accession to library is permitted on production of library card by the students. Besides this each department has departmental library with text books and reference books for the immediate need of students and faculty. The admission of the students is done online through Student Academic Management System (SAMS), Govt. of Odisha. The college has a large playground for outdoor sports activities. Different sports activities like inter class cricket, volleyball and football are conducted every year. Students are trained by the PET of the institution to develop their skills. In various games and sports. Every year annual athletic meet of the college is organised by the college during winter and winners are encouraged by trophy. Class rooms are spaces enough having adequate furniture to accommodate students comfortable. All the class rooms are ideal for teaching. The office of the institution is headed by the Principal. The Principal is supported by Administrative, Academic and Accounts Bursars. All the functions of the office are managed smoothly by the office staff members under the guidance of the Bursars.

  
Coordinator, IQAC

  
Principal,  
Seemanta Mahavidyalaya  
Jharpokharia