



# ANUGRAH MEMORIAL COLLEGE, GAYA

## 823001- (BIHAR)

(A Constituent Unit of Magadh University, Bodhgaya, Bihar, India)

Letter No. : .....

Date : .....

### **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

The institution is placed in a 23 acre campus that is monitored and maintained regularly. The physical, academic and support facilities are maintained and supervised by the various college committees. The following are the procedures and policies for maintaining and utilizing physical, academic and support facilities of the college:

- 1) The Academic-cum-Advisory Committee monitors the teaching system of the college. It develops and executes the teaching plan, both online and offline, to maintain the pedagogic continuity of the batches.
- 2) The Admission Committee regulates the online system of admission which facilitates the students in a hassle-free admission process.
- 3) There is regular inspection and monitoring of the physical facilities of the institution.
- 4) The books of the library are regularly cleaned carefully as it contains 348 rare books and 8617 unique titles along with 31,120 books in total. The library reading room with internet connectivity, LCD, Magazine and Newspaper stands is maintained regularly.
- 5) The Planning and Development-cum-Beautification Committee supervises the regular cleaning of the campus, drinking water facilities, bathrooms for boys and girls, pest control, beautification and tree planting.

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Let (6) The Girls' Hostel is strictly secured with guards, CCTV cameras and maintained by staff Date : .....

dedicated for this purpose.

7) The Proctorial Board, Grievance Redressal Cell-cum-Internal Complaint Committee and Anti Ragging and Prevention of Sexual Harassment Committee supervises the law and order, security and welfare of the students on campus.

8) The departmental laboratories are regularly inspected and their stocks are maintained.

9) The internet broadband and campus wifi are outsourced and maintained by the college regularly.

10) The institution has RTI committee that promptly responds to the questions placed by various stakeholders.

11) The Sports Committee manages the sports events of the college along with the sports participants who travel outside the campus for tournaments. There is a well-equipped gymnasium in the campus which is used by students and faculty members for physical training and games.

12) The institution has four computer laboratories and one hundred computers. The systems are maintained by the Department of Computer Application and supervised by the ICT committee of the college.

13) Institutional Website: <https://amcollegegaya.ac.in/>

Website of College Library: <https://amcollegelib.org/>

Mishra 08/03/2021

Principal  
PRINCIPAL  
ANUGRAH MEMORIAL COLLEGE  
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