

Procedures and policies for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words)
(information available in institutional Website, provide link)

Laboratory: The laboratory equipments and other accessories are regularly checked by the concerned HODs and the systematic maintenance of them is done by the laboratory attendants concerned. All the consumable and non-consumable items are separately recorded in departmental stock registers for physical verifications. Necessary workable experimental equipments and manuals are issued to the students after records at the time of practical classes by the Lab. Attendants after getting instruction from the concerned teacher.

Library: The college library is under the control of the college librarian. All the departmental texts are properly kept in the respective shelves after verification and records which are carefully supervised by the library bookman. The librarian and his staff regularly check the books, journals, magazines and catalogues. The librarian and his staff regularly reviewing and evaluating books and catalogues, make a list of books and display the updated list of books semester wise in the board. Library books are issued to the faculty through card system. The library is opened from 10am–3.30pm. The issued and returned books are properly maintained in record books. All departments have separate departmental library cells also. The departmental library in charge makes a new entry of books as available in the department library, arranges and manages books subject-wise in the bookshelf and make the entry accordingly. At the end of semester he/she prepares a report about how many books got issued, returned or misplaced, prepares requirement of new books and journals that are required according to the new syllabus and submit the proposal to the Principal accordingly through head of departments.

Sports complex: Regarding sports complex Thambal Marik College has provisions for both indoor and outdoor games. Two playgrounds, one big and one small, are there inside the college campus. Outdoor games like annual sports, football, hockey, volleyball etc. are being held in the college field inside the campus. The college has two halls of which one is indoor hall and the other hall is multipurpose hall. Indoor games such as Volleyball, Badminton and other games are played in these halls.

Computers: The College has 16 computers for different purposes- one in the Principal's room, two in the Administrative cell, one in the Examination section, two in the library, two in the IQAC office, one in the statistics department, the remaining 7 (seven) are in the Computer laboratory. All the files of the computers are maintained and updated by the authorized persons. Besides, departments of Physics and Zoology have one computer each procured from research projects funded by UGC.

Class Rooms- All the class rooms of the college are well equipping for minimum teaching learning system. Above the 30 well equipped general classrooms, departmental classrooms are there for some departments. LCD classrooms are installed in Physics and Zoology departments. Class rooms and laboratories are maintained cleanliness by peons and concerned laboratory attendants.