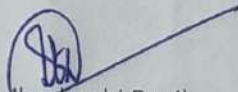


**Liberal College, Luwangsangbam**  
**Procedures and policies for maintaining and utilizing physical, academic and support facilities**

1. Laboratory: The College has many laboratories which are regularly utilized by the departments, teachers and students. In order to gain access to these labs' permission has to be taken from the Head of the Department as most laboratories are under the jurisdiction of the HOD. However, in terms of maintenance, the HOD reports the lab requirements to the principal and then necessary actions are taken. Every lab is attended by a Lab attendant. Apart from the eighteen (8) Departmental Labs the college has one computer labs
2. Library: The College's library is run by a Librarian who is supported by two staffs. The college library has a total of 10713 books, 20 subscribed journals. The college library is opened on all working days including vacation from 9:00 Am to 5:00 Pm. Membership can be acquired by students and teachers
3. Playground: The College has a standard football ground, basketball court. Maintenance of these grounds is under the college management and to gain access one has to take the permission of the principal. The maintenance of the playground is directly under the college management.
4. Classrooms: The College has many classrooms and these classrooms are for educational purpose only and are not permissible for any other usage. If any department or group wishes to use the classrooms for exam purposes, they have to take permission from the principal. The maintenance of the classrooms is directly under the college management.
5. Conference Hall: The College's conference hall is mainly utilized by different bodies of the college such as the different clubs, committees and cells. Students' Union and other student bodies can also make use of the room. The room is fully furnished.
6. The construction, maintenance and repairing of administration, academic, library, toilet, electrical appliances and other physical infrastructures of Liberal College is done by Governing Body.
7. The college has maintenance fund collected from the students and sometimes received grants from the Directorate of Education (U), Govt. of Manipur as well as from UGC.
8. For procurement of Library and other equipment the Purchasing Committee bid tender at least from three firms and lowest bidder is given the supply order.

  
(Dr W. Bechaobi Devi)  
Principal

Liberal College, Luwangsangbam