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

Regular meetings of various committees constituted for allocation and utilization for this purpose is held. Grants received by the college is used as per the requirements, in the interest of students. The college ensures
optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities.

Laboratory: Record of maintenance account is maintained by lab technicians and Lab In charge and supervised by HODs of the concerned departments. The calibration, repairing and maintenance of sophisticated lab equipment's is done by the technicians of owner enterprises.

Library:- The requirement and list of books is taken from the departments and HOD's are asked to submit a list. The finalized list of required books is duly approved and signed by the Principal. Suggestion box is installed inside the reading room to take user's feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

Sports: -
Regarding the maintenance of sports equipment the college sports in charge is deputed.

Computers: - Faculty and students details are maintained in the computers. Science departments have their own computers. Campus has Internet facility. INFLIBNET is used by staff.

Classrooms: - The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom Furniture. Administrative officers take care of student's academic requirements. Department wise annual stock verification is done by concerned Head of the Department. Regular maintenance of Computer Laboratory equipments is done by Laboratory Assistant. Regular cleaning of water tanks, garbage disposal and maintenance of lawns is done by concerned employees. College campus maintenance is monitored through regular inspection. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers and internet facilities. Maintenance of wooden, furniture, electrification, and Plumbing is outsourced Regular maintenance of the water cooler and water purifier is done. The maintenance of the reading room and stock verification of library books is done regularly by staff.