

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

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements in the interest of students. College office takes necessary arrangements for the purchase/maintenance of required material/equipments. Standard procedure is followed for the purchase of equipment etc. By taking quotations where required.

Library - The requirement and list of books is taken from the concerned departments are involved in the process. The finalized list of required books is duly approved and signed by the Principal. Thereafter purchasing is done through office following due procedure.

- Every year in the beginning of session, students are motivated to register themselves in library through Library card.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- Old examination question papers and syllabus are available in library.
- The proper account of visitors on daily basis is maintained.

Computer - For the maintenance of computer systems in the campus, requirements are noted by circulating a demand register in the beginning of the session and then at regular intervals for any complaints. Suitable arrangements are made to meet out requirements in reasonable time limit.

Classrooms

- With the help of college sweepers cleanliness of class rooms is maintained.

Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms.