Systems and Procedures for Maintaining and Utilizing
Physical, Academic and Support Facilities

The College has established systems and procedures for maintaining and utilizing facilities. It has regular maintenance and periodic replenishment of essential facilities under the guidance of College Advisory and Development Committee; and Academic Committee. The Principal is the Chairperson of these committees. The College has adopted vigorous systems and procedures along with manpower monitoring to ensure proper maintenance and utilization of physical, academic and support facilities- laboratories, library, sports facilities, classrooms, seminar halls, computers etc. To keep the whole campus including office, laboratories, library, hostel etc. clean and hygienic, separate staff has been engaged. The up keep of computers, LAN, internet, Wi-Fi and other ICT facilities and design, is a regular feature of the College. The College has qualified regular staff for the maintenance of electrical work, civil work etc. To meet power break down and to provide adjustable power base, Gensets and solar system have been installed which are technically manned by the trained technicians.

- Budget provisions are made for new as well as old facilities, repairs and maintenance. Departmental budget by office and library is made available every year.
- College Advisory and Development Committee is responsible for overall planning and development of college.
- Requirements of Physical, Academic and supports facilities for new purchases and maintenance of old is collected regularly under the guidance of above said committees.
- Stakeholders' suggestions are also considered.
- Office interprets and analyses the requirement on the basis of necessity, urgency and available funds.
- Depending on availability of funds, requirements are fulfilled by College Advisory and Development Committee; and Academic Committee under the guidance of the Principal.
- The teacher-in-charges of the various laboratories take a periodical review of repairs and maintenance requirements of their respective laboratories.
- Maintenance of Physical, Academic and supports facilities and other equipments is done on regular basis.
- The Smart Classrooms are maintained on regular basis.
- The Library Advisory Committee with the Principal as the chairperson and librarian as member secretary along with two senior faculties tackle all issues relating to the smooth and efficient functioning of the library. At the time of admission students are issued digitized library cards which will be valid till their final semester. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. Photostat facility is also available in the library at nominal rates. The library is under CCTV surveillance. It also has AC in the reading rooms and working area with power backup facilities.
- The College information and communication technology committee (ICTC) is responsible for the maintenance of computers and smooth functioning of the network facilities in the College. They also look into the College website, up-gradation, biometric services, procurement of hardware and software and other items related to computers.
- There are 4 Houses-on-duty that function under the charge of 2 teachers and remain on duty for one calendar month. The cleaning and the maintenance of the whole campus is done by the supporting staff as per instructions by house-in-charges on duty.