

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

The college has a systematic procedure for procurement and maintenance of physical and academic facilities. The college purchases all physical assets by inviting tenders/quotations etc. as per the prevailing guidelines. The assets so purchased are taken to stock register and assigned to respective in charge head. At the end of every academic year stock verification is done by the staff, the report produced at the time of departmental audit. Separate sports department is established, all sports equipment's are incharge of physical education director and maintained by him. Furniture and fixtures like desk, podium, fans etc., are placed in the classrooms, all the classrooms are kept under lock after classes are over, it is maintained by D group employees and supervised by principal.

The computer lab is in charge of computer teacher. Management has a contract with ventronics corporation for maintenance of Xerox machine, printers, projectors, CC TV, computers and laptops on the basis of AMC (Annual maintenance contract) Gardening is maintained by security hunt services, housekeeping of the college is done by D group employees.