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

The Institution takes meticulous efforts to maintain and utilize the physical, academic and support facilities in an optimum manner. As an ISO 9001:2015 certified Institution, it has established the procedures for the same.

Procedure for Resource:

The procedure is established to ensure that all the Classrooms, Computers, Networking Components, Instrument/Equipments and associated peripherals are in good working condition.

- The qualified technical personnel are engaged for maintenance of Computers and IT devices
- Lab equipments are periodically upgraded and maintained by hired and or outsourced technicians
- The requirements for the necessary repairs and maintenance of instruments, laboratory equipments and furniture are collected regularly and carried out on a priority basis
- Sufficient number of support staff is available for housekeeping. The classroom, toilets and other rooms are kept neat and tidy and are maintained daily
- Periodic stock verification is carried out
- Electrical appliances and fittings are regularly checked and replaced whenever necessary by the dedicated electrical team of the institution
- The calibration and servicing of equipments are done by the institution as and when the need arises through suppliers and service personnel periodically
- The institution has implemented rain water harvesting for water conservation and utilization

Procedure for Library:

The procedure is established to ensure that all Library resources are available and controlled

- The Library Advisory Committee prepares plans for the development of the library as per the needs of the stake holders
- The Library Advisory Committee monitors the functioning of the library and ensures optimum utilization of library facilities

- The library of the Institution is using bar coding system for issuing and returning of the books, and library management software is used for smooth functioning of the process
- All books are classified using DDC (Dewey Decimal Classification)
- Books are shelved as per classification numbers in respective racks and shelves
- The library functions on all working days
- UG students will be given 2 library ID cards and PG students with 5 library ID cards for taking books

Procedure for Sports:

The procedure is established to ensure that all Sports and Games Materials are available and controlled

- The sports committee reviews the progress on development, maintenance and optimal utilization of sports infrastructure
- The college sports infrastructure is also used for conducting various university, District and Zonal level sports meets apart from the regular sports activities
- Sports Students utilize the sports materials available in the Physical Education Department as per the norms
- The sports grounds are well maintained using adequate equipments to keep the field at all time and high