

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

The College has a well-organized system for proper utilization and maintenance of the physical, academic and support facilities existing in the college.

The finance section of the administrative office directly deals with all the utility dues incurred for the college e.g. Telephone and Internet, Electricity etc.

For consumables viz. newspaper, stationery materials used for office and academic purpose, laboratory consumables etc. proper stock and distribution register is maintained.

Experienced and skilled library staff maintains and monitors the use of Library Facilities.

Construction and Purchase Committee periodically reviews and analyses the requirements for maintenance of the infrastructure facilities. Plans are worked out and implemented whichever deems necessary for the same.

Department of English utilizes and maintains the Language Laboratory to give spoken English skills to the desirous students.

Physical instructor of the College Gymnasium is responsible for proper utilization and maintenance of the Gymnasium and the Sports facilities of the college.

All the Laboratories are utilized and maintained by the departments associated with the laboratory.

Computer technician and the staff of the department of BCA are responsible for the maintenance of the computer labs and the college website.