

Procedure and Polices

The college has various committees like Purchase Committee, Development Committee, Library Committee, Sports Committee, Repairs Maintenance Committee and stock-verification staff that oversee and supervise the utilization and maintenance of the support facilities of the college. To maintain and upkeep the infrastructure ,College facilities and equipments, following activities are undertaken by college:-

- Regular maintenance of Computer Laboratory equipments are done by Laboratory Assistant.
- Overall development of campus is done by College development Committee, College purchase Committee and Beautification Committee of the college.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by college Fourth Class Employees. ? College campus maintenance is monitored through regular inspection.
- Upkeep of all facilities and cleanliness of environment in hostel is maintained through Hostel committee.
- The College also maintains and repairs IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of software is done by lab assistants.
- The College also keeps maintenance of wooden, furniture, electrification, and plumbing.
- Regular maintenance of the water cooler and water purifier is done by the College.
- The maintenance of the reading room and stock verification of library books is done regularly by library staff. Notices regarding the procedures and policies for utilizing physical, academic and support facilities - library, sports complex, computers, classrooms are issued time to time from the office of the Principal. The Library Committee allocates funds for purchase of new books and other requirements of the library. The library acquires the reading resources on the recommendations of the teachers, countersigned by the teacher in-charges of the Departments and Convener of the Library Committee.
- Some of the general and reference resources, needed by the library, are purchased by the Librarian in consultation with the Convener of the Library Committee. The various rules and regulations for the usage of Library and its resources is displayed at various places of the Library. The Institution constantly upgrades its IT infrastructure as per the requirements, from time to time. The Institution also ensures that all the students are provided with adequate IT infrastructure. The college has well equipped sports section. This Department is looked after by a qualified Physical Director. After class hours, regular practices are made by the students in college campus for team events.
- Consequently, the college has won medals and prizes in various tournaments/competitions. The Sports Department has a separate Gymnasium also. Maintenance and utilizing of physical, academic and support facilities is an important aspect of the internal and external audits.