

Procedures and policies for maintaining and utilizing physical, academic and support facilities:

- **Classroom Maintenance:** Regular cleaning and maintenance of class rooms are carried out so as to provide effective learning environment to the students. Class rooms are cleaned daily by the non teaching staff of the college. Central time table is designed in such a way that there is maximum utilization of infrastructure and class rooms.
- **Laboratory Maintenance:** The records of all the equipment are maintained in stock registers .Every semester, laboratory equipment's are checked, calibrated and preventive maintenance is done by the laboratory staff. However, major maintenance of any equipment or machinery, is done by external party.
- Regular monitoring of electrical and fixtures is done and repaired immediately. Furniture and fixtures are repaired as per the requirement centrally.
- **Library Maintenance:** Library is partially automated. Computerized issuing and returning of books is done so as to save time. Department of library has library committee which involved representative faculty from all department which gives the book demand to library for smooth working.
- **Computers Maintenance:** Computers Maintenance and support are carried out by system administrators. Regular up gradation is carried out for computers and software. Available computers are distributed in office, library and for administrative work as per the requirement and load of the work. Computers are connected through LAN and with high speed internet facility. Sport material is issued to students as per the schedule. For intercollegiate competitions sport material is issued to the student for the period of the competition .Gymnasium is used by students as per the given slot.