

# **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

The general policy of the college is to attain best outcomes in academic field through efficient and scientific utilization of the resources, facilities and amenities of the college. Procurement, up gradation, maintenance and replacement of equipment and support facilities are properly monitored by a three tier committee system- Management, college and department. At the college level there is a Master Plan committee planning and supervising the utilization of resources efficiently.

Continuous up gradation of library in respect of knowledge resources and technology is ensured. Infrastructure facilities are progressively enhanced for easy access of library resources to the knowledge seekers. Considering the requirements The Library committee prioritizes books to be purchased and the journals to be subscribed and gives recommendations. Based on this recommendations and availability of funds books and journals are purchased. Distribution of books is done in such a way that all students get sufficient books without interruption.

The sports infrastructure, facilities and equipment are made available for students, teachers, nearby schools and local community. Sport committee is entrusted with the optimum utilization of these amenities. Play grounds and different courts are accessible for the students of neighbouring institutions and public during off hours.

Computer lab is accessible for the students 8.30 am to 4.30 pm. During the working hours of the college department level access matching with the time table is scheduled. There is full time lab assistant appointed by the management.

Sophisticated lab equipment is made accessible for researchers of other institutes on request as per the policies of the college. Government, management, Alumni and PTA are the major sources of fund. Purchases are made as per the prescribed government rules. Stock register and logbooks are maintained. Auditing and annual stock verification are done by the competent authorities. Government regulations are followed in replacing outdated items.