

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

The college provides a multifaceted infrastructure in all functional areas to ensure that the requirements of teaching learning and other processes specified by the statutory bodies are met with excellence. Overview of infrastructure facilities in the College The campus is taken care of the maintenance team, which includes the chief engineer, site engineer, electricians, plumbers and other supervising staff. Housekeeping and security work have been outsourced and is keenly supervised by the maintenance team.

Class rooms and laboratories are properly maintained. Purified RO water is provided to the staff and students on all the three blocks. All the assets are maintained as per the resource requirement guidelines of the UGC. Annual budget is prepared based on the respective department's requirement, forwarded by heads of the department and the administrative incharges. The consolidated budget will be forwarded by the Principal for the Management's approval. After which quotation from various companies is provided and the best is obtained.

Laboratory management

- In Laboratory required computer other requirements may be kept safe, secure and ready for the use of observation and experimentation as and when required to do so.
- Different systems are properly arranged and properly locked in specific tables and places to save time and energy of the students and teachers.
- The lab environment, encourage the students to perform their practical's carefully in a congenial environment.
- Name of the students, their group consisting of a specific number should be presented in the lab.
- Students time table and date on which the laboratory work conducting should be kept in the laboratory the name of the experiment and the nature of the laboratory work to be performed for individuals and group should be maintained.
- In Science laboratories, with a view to impart quality education and excellence, a widespread policy in infrastructure is framed and implemented. This policy is need based and is formulated based upon the guidelines provided by the statutory bodies, considering the developments in educational skills, procurement, upgradation and proper maintenance of infrastructure, upkeep and maintenance of laboratories, equipments, furniture, records of maintenance and writing off depreciated assets.

Library

- Enter your name and Sign in the register kept at the entrance counter before entering library.

- Textbooks, printed materials and issued books are not allowed to be taken inside the library
- No discussion permitted inside the library. Please do not disturb others.
- Silence should be maintained in the library. Strict action would be taken against any student creating uproars for any reason.
- Pick up the book from rack which you need, unnecessarily do not pick up more books.
- Do not replace books on shelves, keep the used book on “ BOOK ON TABLE”
- Library borrower ID card is not transferable. The borrower is responsible for the books borrowed on his/her card.
- Students must present their current ID card to check out books – library books and textbooks - or to use a computer.