

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

The College ensures the optimal utilization and allocation of the funds for maintenance of infrastructure and purchase of new equipment. The proposal for the same is submitted to the College. The Purchase Committee of the College reviews the proposal, which is further approved by the Principal. The record of the equipment is maintained in the stock register. At the end of the financial year, the College carries out an Internal Financial Audit. The various functions of the College are carried out by the committees constituted by the Staff Council and College Management Committee. The upkeep of library is done by the staff of library and library committee. The security of the College is maintained by the security guards. A number of CCTV cameras have been installed to monitor the infrastructure. Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories. The Computer Desktops, Generator, Laboratory equipments are maintained through the respective companies.