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

Classrooms, laboratories and Seminar halls:
The Institution has established procedures for optimum utilization of infrastructure available. The College works the whole day to ensure availability of classrooms and laboratories.
The timetable committee allots classrooms based on the number of students in each class. For maximum utilisation and to avoid overlapping of use of A.V. Hall, a log book is maintained.
The utilization of Central Instrumentation facility, DST-FIST lab and the Central Computer Lab is coordinated by faculties assigned for this purpose.

Library:
The Library space is organized for optimum utilization of resources by students, Faculty and support staff. A separate reading area is available for the Faculty. For the students a large reading hall is available throughout the day till 8 pm.

Sports Facility:
- The utilization of sports facility is coordinated by the Director of Physical Education.
- The College also hosts Inter-zonal and Inter-collegiate events on the sports ground.
- The college also provides Gymnasium facility at subsidised rate to students and faculty.
- The time slot for faculty is separate.

Maintenance:
- Campus Cleanliness
- For Maintenance and cleanliness on the Campus, an external agency has been hired.
- The Asset Verification Committee visits all departments yearly, reviews the status of equipments. Un-repairable equipments are written-off.

Infrastructure:
- Estate Manager has been appointed for the maintenance of physical facilities such as class-rooms, labs etc.
- AMC has been done for maintenance of computers and associated infrastructure.
- The infrastructure committee has to look at overall infrastructural maintenance.
All departments including library, sports and physical education are asked to submit their annual budget at the beginning of every year.