

Procedures and Policies for Maintenance

We are following certain Procedures and Policies for maintaining and utilizing academic and support facilities like Laboratory, Library, Sports complex, Computers, Classrooms etc, For the benefit of the students community of the college.

- In charge of the department discuss with the staff members for the needy equipment.
- The same matter communicated to the principal. Principal discuss the matter with the staff counsel.
- The staff counsel prioritized the work basing on the availability of the funds.
- The inter-departmental annual verification committee verifies the Equipment/Instrument and are bought to the departments notice and further communicated to the Principal for getting the Equipment/Instrument repaired.
- The college library access timings is 8 AM to 6 PM in all working days
- Users register has been maintained in the library to note the arrival and departure Timings of the students and staff members.
- In our library Access register has been maintained for easily identification of the Various books to the users.
- Separate book issue registers has been maintained for students and staff members. For every student five library book issue cards will be issued to borrow books from The library.
- The College has a overhead tank with good intake capacity and RO plant for providing drinking water.
- The institution has generator facility, when the emergencies arising out of power failure can be handled smoothly.