

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

Building repairing and maintenance related work is looked after by a person specifically appointed for the purpose, under SFS scheme. Estate committee is authorised to supervise the upkeep and addition of required academic and support facilities. The committee invites demands from all departments related to their laboratory, library and sports related requirement, its upkeep and addition to be made. Some of the equipment are purchased and maintained through recurring and non-recurring grant of CPE.

The departments maintain a stock register in which the record of all the equipment and apparatus is recorded. Every year the stock registers are cross checked by a committee consisting of other department faculty members. The department-wise list of equipment and apparatus, to be discarded, is also prepared by each department. After seeking approval from the Principal the obsolete and worn-out equipment are discarded through a well-defined procedure.