

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

The purchases in the college are organized by concerned committees consisting of Principal and HOD, Librarian, teachers, etc. On receiving the goods they are checked by the concerned person for specifications and payments process. On payment the goods are issued to the concerned laboratory, library or maintenance department. The goods are received on the Stock Register by the responsible authority.

In the department, each laboratory incharge teacher maintains Stock Register. For consumables separate Stock Register is maintained.

In the Library, the books on demand from the teachers and students are purchased. On physical checkup the books are detailed on Accession Register. Its classification is done and then on payment of bills the record is endorsed by the institution head.

The director of sports organizes the various sports activities throughout the year. Maintenance and purchases of the sport kits, maintenance of grounds, regular practices, inter departmental competition, University level participation are organized by the Sports Teacher/Director of Sports.

The IT facility is maintained by a team of dedicated staff who looks after the maintenance of desktops, software, hardware, LAN, LCD, printers etc. The College has a well maintained herbal garden, rich in various medicinal plants is maintained by a gardener