

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

College has a Maintenance Committee for formulating and executing the required procedures and policies for maintaining and utilizing physical, academic and support facilities. This Committee plays an active role in the maintenance of the infrastructural support facilities. A Complaint Register is maintained for reporting malfunctioning, damage and need for repair of every physical support facilities. The Committee maintains a Stock Register for both the immovable and movable properties of the College and also chalks out a plan for maintenance of fixed assets.

Certain physical supports facilities like hardware and software maintenance of the computers are done through renewable Annual Maintenance Contracts. Generator is maintained by Ascension Service, photocopy machines by Copier World. The College website is maintained by CityTask, Library software, i.e., and softwares related to office and admission i.e., Advanced Educational Institute Management System is maintained by Graphicom. Upgradation of the computer systems is generally done on quarterly basis. To fulfill the emergency demands, individual system upgradation is carried out keeping in mind the need for update, deployment and maintenance of the computers in the institution.