

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

The Institute has a well drafted policy for the use and maintenance of all facilities provided on the Campus. Details of the academic and support facilities are provided to the students through the Prospectus which is given to all the first year students at the time of admission. The Prospectus covers details about the courses, rules and regulations, scholarships, etc. Standard Operating Procedures are laid down for Admissions, Examinations, Placements and Extra-curricular activities.

Academic facilities: A master chart for the classrooms and laboratories is prepared by the IQAC in the beginning of the academic year with the master timetable to ensure maximum utilisation and smooth functioning. Changes, if any, are done only after the Vice Principal's approval. Separate register is maintained for use of auditorium.

Library provides user names and passwords for accessing the subscribed online databases and e-journals. Free internet access and wi-fi is provided.

Housekeeping activities are outsourced to keep the campus neat and clean.

Computers: Annual maintenance contracts are given for computers, printers, scanners, etc. Anti-virus softwares are installed in all machines. Only Licensed versions of softwares are used.

All equipments are under maintenance contracts with external agencies.

Sports grounds are hired whenever necessary for outdoor sports activities. Separate coaches are appointed for different sports.

Different committees organise co-curricular and extra-curricular activities and encourage students to participate in activities at university, state and national level.

A review of all activities and available infrastructure is taken towards the end of the academic year and the budget for next academic year is prepared on that basis.
