

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

The Institute has centralized Estate and Electrical Departments for the entire campus with fulltime salaried employees. All complaints and recommendations registered are being checked and processed by the Office of the Registrar with the approval of the Principal/Director to ensure proper functioning and improvement of the equipment and other facilities under annual maintenance. The maintenance and improvement of the campus is carried out according to the decisions taken by the college administration. The Principal/Director, on the basis of the perspective development plan, proposes the infrastructural augmentation needs to the concerned authorities. The highest authority of the Institute sanctions funds based on the requirements, student strength, and the nature of the academic programs offered by the institution. The Departmental Heads make the requisition/note sheets according to the requirement of equipment, computers, furniture, maintenance and repair of basic needs. Those requisitions are submitted to the Principal/Registrar. The management approves and allocates funds. An effective monitoring system through various committees ensures the optimal utilization of budget allocation.