

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

1. The College Managing Committee, principal and coordinators meet every Tuesday to oversee matters of college administration, maintenance and utilization.
2. The principal as ex-officio secretary of the College Managing Committee presents important issues to the Governing Council of Management members on the first Tuesday of every month for discussion and consideration.
3. The Management has appointed an Administrator and Manager to oversee issues of maintenance.
4. The Office superintendant oversees the maintenance of classrooms by the attenders.
5. The Heads of the Department convey the requirements to the principal by submitting proposals.
6. Every year the associations, committees and departments are allocated budget for activities as submitted in plan of action.
7. Maintenance of office computers is outsourced. Computer Lab
 1. The Computer Lab in-charge takes care of all the maintenance of the computers and other electronic devices like Printer, Projector etc.,
 2. A lab attender is assigned to the Lab to maintain the cleanliness of the Lab. A log book is also maintained to keep the track of utilization of devices.

Geography Lab

1. The Geography Department maintains and utilizes the facilities of the laboratory.
2. Stock register is maintained and verified every year.
3. In the department meetings requirements are discussed and conveyed to the principal.

Library

1. The library committee consists of Chairman, the librarian and the heads of the department and student representatives.
2. In the meeting the review of journals and periodicals is taken up
3. Budgetary allocation to the departments is made in the meeting.
4. The library conducts internal stock taking every three years.
5. Anti-termite treatment is given yearly.
6. Weeding out procedure is carried out once in five years.
7. Daily cleaning and maintenance is carried out by attenders overseen by the librarian.

Sports

1. The Physical Education Department & Sports department oversees the maintenance and utilization of the facilities
2. Stock verification takes place yearly and is counter signed by the principal and the chairman, College Managing Committee
3. Attenders and ground men maintain the sports ground.



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