Procedures and policies

Institution has a well-documented and checked mechanism for maximum usage of infrastructural facilities. Few of the main features of the policy includes:-

➢ Proper maintenance of the infrastructural facilities like the computer lab, laptops, LCD projectors, electricity, generator, water coolers etc.

➢ The labs are properly monitored time to time.

➢ Stock register is maintained by department and emphasis on the stock entry on receipts of goods and maintenance of all the records. Proper stock checking is done.

➢ Proper audit is ensured from time to time by accounts department.

➢ Meeting of IQAC are conducted at regular intervals about the progressive measures of institution.

➢ The academic calendar is according to the needs of the course. CCA calendar is also framed.

➢ Requirements in terms of infrastructure are taken into consideration by IQAC cell time to time.

➢ A balanced parameter is decided overall for the key functioning of the institutional resources.