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 include:

➢ Weekly confirmation of the care and maintenance of the infrastructural facilities including the computer lab, laptops, LCD projectors, electricity, generator, water coolers etc.

➢ It follows the precautionary measures via regular checks of working of different equipment.

➢ Emphasis on the stock entry on receipts of goods and maintenance of records digitally.

➢ Internal finance pre-audit is conducted under financial economical policies.

➢ At the end of the financial year annual stock checking is done by the institution.

➢ Regular meetings of academic core committee, administrative and technical committee are conducted to resolve the issues and problems of students, faculty and administration.

➢ Tentative academic and activity calendar prepared with the discussion of faculty and students.