The Policies and the Procedures for maintaining and utilizing Physical, Academic and the support facilities
(2016-17)

The Principal of this College holds regular meetings with the HODs of the various Departments of this Institution to utilize the various grants received from the Government, UGC, IQAC and RUSA for the overall development of this Institution.

Maintenance of Infrastructure
At the departmental level, HODs submit their proposals to the Principal regarding the requirements in the class rooms and laboratories.
The infrastructure maintenance which includes civil, plumbing, electrical, furniture repair and other repairs are done by the PWD and Electricity Department , Yanam.
Lab attenders and sweepers (MTS) ensure the maintenance of classrooms and related Infrastructure.
Annual maintenance of RO plants are done by the related service providers Laboratories

Laboratories
Record of maintenance of Instruments and equipment is maintained by the Stores Keeper/faculty and supervised by HODs of the concerned Departments.
The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.
All the necessary stock entries related to the Glassware, Instruments and Chemicals and utilization of the stock are updated regularly and Stock verification is also done annually for all the Departments to verify the stock and updating the entries in the registers.

Library
A) The requirement and list of books is taken from the concerned Department HODs for the purchase of the books. The finalized list is duly approved by the Principal.
B) To ensure return of books, 'no dues' from the library is mandatory for   the students before appearing for the Examinations.
C) The proper account of issue of books to the students and staff on daily basis is maintained.
Reading room is also maintained by the assistant staff of this College and the number of visitors on daily basis is maintained in a register.
The stock verification is done as a part of maintenance and the old books were recommended for condemnation. The old news   papers were sold under the supervision of a faculty member

Computers
 Computer maintenance is done regularly by the college staff and non-repairable systems are disposed of Software and Hardware are periodically reviewed and upgraded as per the requirement. The amount for the repairs of the systems is maintained from the funds released by the Government. The College website is maintained and updated regularly by the Computer Science Department in association with NIC, Yanam.

Sports Facilities
 The College has its own sports ground that is maintained and upgraded regularly with the help of ground staff.