There are predefined policies and procedure for utilization and maintenance of academic, physical and other support facilities. The Principal along with HODs and conveners of various cells keep an eye on the quality and requirement of various equipments and infrastructure of the college. For this purpose, a number of committees have been constituted such as Purchase, Construction, Repair, College Property, ICT facilities, Library, Cultural, Sports etc. After their approval, purchase committee along with Construction and Repair committee facilitates further action as per the College/ State Government. Likewise all the HODs, Librarian and in-charges of various cells give their respective requirements to the Principal and the same process is followed for the purchase of various equipments, books and other materials. To maintain the transparency in financial matters Bursar is appointed. . Quotations are invited for item having value of more than Rs. 500/. The order is placed after negotiations to the lowest bidder. The approval from higher authorities is also sought for any kind of capital expenditure Procedure and Policies for maintaining and utilizing the facilities Library The institution has a very useful library. It helps in the educational development of the students. There are about 21475 numbers of books which include text books, reference books other books for the newly admitted students .books are arranged in simple but systematic manner to help the user locate the books easily. Information regarding the arrival of new resources are circulated to all the departments and also posted on the notice board as part of the Current Awareness Service. In order to provide speedy and efficient service, library cards are issued to the students. We have question bank in the library and students are also provided question papers of their previous exams. Thus the students are given a healthy environment for learning as well as making notes. Every year we add new books as per new syllabus to the library. Class rooms and seminar hall and other: We have 37 classrooms, 1 Botany lab with1 Botanical Garden, 1 Zoology Lab , 2 Chemistry Lab, 2 Physics Lab, 4 Computer Lab, 6 Geography Lab, 1 seminar hall, 1 Edusat room, 1 hall for Library reading room, 2 girls common room , 1 Principal Chamber, 2 rooms for Office with 2 record room, 1 Registrar room, 1 Bursar Room, 5 Staff Room, 1 sports room with 1 Gymnasium and 1 boxing court , 2 NSS room for unit1 and unit 2, 1 NCC room, 1 room for cultural committee 1 room for placement cell, 1 room for scholarship, 2 room for Women cell. All these facilities are fully utilized by students and staff members. The college maintains its facilities like Parking, Generator, RO, Canteen etc. on a regular basis. The building is white washed as and when required. Equipments like RO, ACs and other equipments are serviced from time to time. The college utilizes its premises at an optimum level. Staff Room, library and Gymnasium is fully utilized by the staff members.