The college ensures optimal allocation of financial resources for creating learning resources and efficient utilization of such resources. Regular meetings of the in charges of these resources are held. Following specific steps are taken to supervise and oversee the utilization and maintenance of resources:

- 1. Laboratory: Record of equipment is maintained by lab staff, who maintains the stock register by physically verifying the items round the year. Annual stock checking is also done by the staff from different departments to ensure transparency. The report is submitted to college annually. The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises.
- 2. Library:-
- 1. The requirement and list of books is taken from the concerned departments. The finalized list of required books is duly approved and signed by the Principal. Depending upon the budget allocation books are purchased.
- 2. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- 3. To ensure return of books, 'no dues' from the library is mandatory for students before

appearing in exam.

- 4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.
- 5. Libsys web based software is used for library management.
- 6. The staff gets email for issue and receipt of books.
- 3. Sports: Regarding the maintenance and purchase of sports equipment, the physical education department of the college is responsible. During the session 2019-20, college participated in inter-collegiate and inter university championships and bring laurels to the college. College also organizes annual athletic meet to encourage students to participate in sports.
- 4. Computers: -
- 1. Centralized Server room is established to ensure upkeep and maintenance of computers.

- 2. A technical assistant is also appointed to maintain and repair computers in time. Updating of software's is done by lab assistants.
- 3. Nebero Internet software management system is used to monitor browsing by faculty and students.
- 4. Each Department having appropriate computer for their requirements.
- 5. Internet and WIFI Enabled campus.
- 6. 10 mbps lease line is available for internet on all computers.
- 7. E-waste management system is in place to dispose off electronic waste Classrooms: -
- 1. The college has 52 classrooms out of which 22 are smart class rooms. A dedicated committee for maintenance and upkeep of infrastructure is established and is responsible for annual stock checking. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.

## Additionally

- 1. Regular water audit, cleaning of water tanks and water coolers water purifiers, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
- 2. College campus maintenance is monitored through regular inspection.
- 3. Upkeep all facilities and cleanliness of environment in hostel is maintained through Hostel welfare committee.
- 4. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.