

POLICIES AND PROCEDURES

The campus infrastructure and other various facilities are maintained by the campus Director and General Administration Department (GAD). The GAD headed by a Director flows down as Asst. General Manager, four Managers, Campus Engineer(Civil), Campus Engineer(Electrical) , Security Supervisor, Sanitary Supervisor, Horticulture Supervisor etc. Each sub section is monitored regularly by the respective supporting staff head and the same is reported to the Director. College essentials are looked after by the Administrative Officer and endorsed by the principal.

All purchases are done through the College Purchase Officer and audited internally. Laboratories are maintained by the respective departments with the help of Lab Assistants. College accounts are maintained with PACT software, and staff and student attendance is maintained through D Cap software. The computer department is maintaining the computers with updated softwares from time to time. The stock register is checked by the HOD and countersigned. Every year lab requirement is put before the Principal for approval. After approval the proposal with cost of the equipment and accessories is sent to the Finance Manager for inviting quotations from three vendors and finalizing the right quotation and procure the equipment by releasing the funds. All procurements are audited annually.

The college premises is maintained cleanly by the sweepers daily while the NSS Volunteers clearing the broken branches and leaves of the trees inside the premises. There are two NSS Units in the College headed by Mr. M. Rambabu and Mr. Y. Kiran Kumar and the volunteers are truly service oriented.

Code of conduct for various stake holders is implemented and the college discipline committee will monitor the activities. Various committees are framed for smooth functioning of academic and administrative activities to which quality policies and their monitoring will be done through college academic council and IQAC.