

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities**

The Laboratories are utilized under supervision of HOD of concerned department. The concerned HOD keeps all records regarding stock of materials and utilizing the laboratory. Library work is maintained and records are kept by the Librarian and two Library Assistant (Contractual Staff). Computers under different departments and Library are used under the supervision of concerned HODs and Librarian respectively. Academic and Administrative records are maintained by concerned sections.