**The institute has established systems, procedures and policies for maintaining and utilising physical, academic and support facilities.**

These are as following:

The Maintenance Committee has been formed by the institute under the chairmanship of the Principal which takes care of the maintenance of buildings, classrooms, Laboratories ,computers library, Sports facilities, college premises, etc. Infrastructural maintenance like the cleaning of the classrooms, laboratories, all departments, the corridor, college campus,etc. is done regularly by the support staff assigned to the respective part of the institute. The ladies room and all the departments of the institute are cleaned regularly by the support staff.
Full-time gardener has been appointed for the maintenance of the greenery of the institute.
Laboratory : The college has laboratory facilities for the department of commerce, home science,BCA,geography, music, etc.. The students make use of laboratories for practical purposes. In the Home Science lab, there are sewing machines, gas stove, refrigerator,mixer , many utensils, various charts, cleaning accessories,spices,etc. The regular maintenance of these Laboratories is the responsibility of the heads of the respective departments.
Library : Membership for the library is provided to each student and the staff of the college by the librarian after the permission of the Principal of the institute. They have to fill the necessary information on the library card. Immediately their accounts get accessed. The library of the institute is fully automated. The provision of Online Public Access Catalogue (OPAC) is there in the library. The library also has n-list and libman software. The maintenance of the library and the accession record is the responsibility of the the librarian.  Institute library has reading room available for the stakeholders.
Sports facilities :  The institute has sports facilities like sports department,sports ground, running track, volleyball, Kabaddi,kho-kho ground, long jump,high jump ground, space for javelin throw,discus, etc.These facilities can be used by all the stakeholders. The Physical Director maintains the record of utilization of these grounds.
Computers : Computer facility is provided to the stakeholders of the institute. There are 50 computers in the institute. The institute has two computer labs one for Bachelor of Computer applications and the other for Commerce lab. The computer facility is used by the students according to their needs.Free Wi-Fi facility is provided to the stakeholders of the  institute.Maintenance of the computers is done with the help of hardware technicians appointed for this purpose. The Institute website is maintained regularly by website provider.
Classrooms : The institute has adequate and spacious classrooms with sufficient desks and enough ventilation. For the maximum use of the available classrooms the schedule and the assignment of the classrooms is decided by time table Committee. Time table committee ensures that the classes are conducted in appropriately sized classrooms i.e. according to the capacity of classrooms and the strength of the students of a particular class.
The institute ensures the maintenance of CCTV cameras,water purifiers, air conditioners, generators, etc.for which the electricians and experts in respective fields are hired according to the needs.