

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc

- Maintenance officer takes care of the civil works.
- A qualified electrician to maintain all electrical related work in the college campus, classrooms and labs.
- A plumber to lay and maintain all pipeline connections.
- A carpenter to upkeep the furniture and undertake repair work twice in a year
- A gardener and service staff to keep the campus neat and tidy. The upkeep of the herbal garden is the responsibility of the gardener. The plants are watered twice in a day and all the weeds growing around the garden is deweeded once in 15 days. The professional gardener service is sought to trim the plants and provide shape to the shrubs.
- Computer Hardware maintenance staff to repair, maintain and service computers.
- Security staff round the clock to ensure the safety of the infrastructure in the campus.
- Circuit cameras are installed at the entrance of each block and in the vehicle parking area to provide additional security.
- Garbage is vacated by out sourcing. Mangalore City Corporation collects the wet and dry garbage from the campus in the morning. The canteen waste is segregated into dry and wet waste to be collected by the Mangalore Municipal Authorities.
- Reprographic machines are maintained by the support staff of the college and the timings of the availability of the Xerox facilities are displayed through placards posted outside the Xerox center.
- The library, office and gym timings are displayed through placards in the walls.
- Support staff in the library regularly dust the books and maintains the premises in a clean and tidy manner
- Regular maintenance of the rare manuscripts is done in a scientific manner.
- The daily newspapers in different languages are displayed in the racks allotted in the reading room
- Library Stock verification committee verifies the number of the books at the end of the academic year and takes note of the damaged books and recommends such books for book binding. the library advisory committee recommends the purchase of books to the different departments
- Sports verification committee verifies the equipment at the end of the academic year and recommends the auction of unused sports materials.
- The physical director trains the sportsmen before and after the class hours in traditional games
- The timings of the gym are displayed outside the sports room
- The roll of honour of outstanding sports achievers is displayed inside the sports room
- Classroom cleanliness competitions are conducted and prizes are awarded to the winners class wise. NSS and NCC undertake cleanliness drives in the campus every Saturday.
- Updating the college website is done regularly.
- The hygiene in the campus is supervised at regular intervals. And the canteen garbage is utilized to generate vermi-compost which is utilized for the herbal garden.
- The NGOs avail the college ground for organizing varied competitions and sports events.

- For the disposal of sanitary napkins 2 incinerators are installed in the washrooms at the ground floor.