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

The college receives financial support and grants from various entities such as DGHE, Panchkula, and organizations like RUSA. There are well-defined protocols in place for the allocation of these grants and funds.

To ensure the upkeep of college resources, appropriate grants and funds are allocated. All funds and grants are managed by the College Bursar, who maintains detailed financial records with the assistance of supporting staff.

Under the direction of the Principal, in collaboration with the college council and the Bursar, a committee is formed with a senior faculty member as convener and other members as necessary. Depending on the workload, a clerk may or may not be assigned to the committee.

This committee is responsible for making decisions regarding the allocation of grants and funds. Procurements can be made either through the Government e-Marketplace (GeM) or by soliciting sealed quotations, with all procurement processes overseen by the committee.

The Principal and Bursar are actively involved in every stage of the procurement process, providing guidance and ensuring proper oversight. Similar procedures are followed for purchasing items for laboratories, libraries, sports complexes, computers, and classrooms.

Detailed stock registers are maintained for all purchased items, and an annual stock verification is conducted to physically verify the inventory. Items that are no longer functional are written off based on recommendations from the Stock Verification Committee.