

All the affairs of the institute are managed by various committees headed by the Principal. The Principal of the college convenes meeting of IQAC Coordinator, convener of Advisory, Academic, Purchase and Development committees appraising the quorum about status of financial position of the institute. The college Development committee headed by the Principal monitor the civil works carried in the institute and is entrusted with maintenance, upkeep and upgradation of infrastructure. Funds are sought from Administrative Department for the same. The convener Development committee conducts periodic checks to ensure the maintenance of the infrastructure. All HODS and conveners of different committee are informed to submit requisition for items required for smooth conduct of affairs of the institute for the academic year. After thorough deliberations, budget is prepared and funds received are allocated keeping in view students' strength of each department. Purchase is done through proper tendering or on GEM portal following all codal formalities. The HODS are accountable to the Principal who organize efficiently workforce, maintaining duty files containing details about their individual fixed responsibilities etc. Every department maintains a stock register of the available equipment. Annual verification of the stock is carried out at the end of year. The Lab. Assistants under the supervision of concerned HOD maintain the efficiency of the college computers, accessories and other lab. equipment. In order to maintain the hygiene, adequate in-house staff is employed so as to provide a congenial learning environment. Daily cleaning and maintenance of classrooms, laboratories, staffrooms, and washrooms is assigned to supporting staff designated for each floor. Two full time gardeners assisted by ground staff maintains the green cover of campus. The campus is monitored through CCTV surveillance cameras. Every year the Department of Physical education prepares a yearly calendar of the sports activities to be held in the college and tries to meet the set target in line with the sports calendar prepared by the University of Jammu. The College has a well-furnished library accessible to the students and the staff throughout the year. The staff deployed for its maintenance is well trained and the functioning is coordinated by a professional Librarian.