



Policies for maintaining and utilizing physical, academic and support facilities

Established systems and procedures are there in place for maintaining and utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc., in the institute.

Maintenance of Library Facilities:

A central library committee comprising of faculty members from all the departments addresses various issues and ensures smooth functioning of the library.

Library invites books and journals requisition from all the faculty members for various updated courses as per the University curriculum from time to time. The requirements are duly approved by the respective HoDs and the Principal and forwarded to the library for procurement process.

Stock verification is carried out periodically for monitoring and control. Library committee chalks out the plan of weeding out of old titles. Pest control is done regularly to control termites in the library.

During exam preparatory leave library reading room remain open till 8 pm. The timings are extended if sufficient requests are received.

Additional details about the library are uploaded on the institute website, wherein a feedback form link is also provided for collecting feedback from the users.

Maintenance of Laboratory:

A lab in charge is assigned to each laboratory who is responsible for the complete functioning of the laboratory.

Laboratory equipment are upgraded as per the revised curriculum from time to time. A central purchase committee invites the application for laboratory equipment upgradation, repair and maintenance.

Dead Stock Registers (DSR) are maintained by Lab assistants, Lab In charges and supervised by HoDs of the concerned departments. Stock verification is done at the end of every academic year and record of missing and faulty equipment are maintained.

The maintenance and calibration of the equipment are done by the lab assistants and major repairs are carried out by the service persons of respective vendors. Lab assistants keeps record of maintenance and service of equipment.

Instructions to the students are displayed on the notice boards inside the laboratory.

Maintenance of Computers:

The institute has adequate number of computers with internet facility and necessary software as per the student computer ratio and guidelines of AICTE.

Computers, internet service and IT facilities are maintained by system administrator and IT facility maintenance in charge of the institute.

Upgradation of the computer hardware, purchase of new computers and software are done on regular basis as per the syllabus requirements. Stock verification and maintenance is done through ERP system.

Maintenance of Classrooms:

Classrooms are allocated to all the departments and utilized as per the timetable requirements. Classroom facilities such as lights, fans, LCD projectors, availability of Wi-Fi /internet connections are inspected before the start of the academic session.

The requirements for additional fans, lights, blackboards, curtains, benches or desks are intimated to the infrastructure & maintenance in-charge for initiating the purchase process. Maintenance of the classrooms & the building infrastructure are managed by the maintenance committee of the institute.

Cleanliness and hygiene are maintained in the classrooms, corridors and washrooms through the housekeeping staff.

Maintenance of Sports Facility:

Facilities are available for indoor and outdoor sports activities and sports equipment are made available to all the students. Sports faculty in-charge monitors the usage of sport facilities available on the campus.

Sports faculty in charge ensures the availability of sports equipment during the annual sports event of the institute, Sports Zephyr. Inter-college sports competitions are organized during Sports Zephyr and award ceremony is organised annually.

The ground staff takes care of the maintenance of the lawn and playground. Sports faculty in charge monitors the sports facilities and maintenance of the equipment are done on regular basis.

Maintenance of other Support System:

Cleaning of the classrooms, laboratories, faculty cabins, washrooms, corridors & institute premises are done by the housekeeping staff. It is the responsibility of each faculty to monitor and ensure the cleanliness of the campus environment. Sanitiser machines are installed at various locations inside the building and at the entrance gates. Washrooms are sanitised frequently.

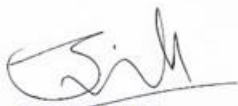
Cleaning of water tanks and water purifiers, proper garbage disposal, pest control, landscaping, maintenance of lawns, greenery, rain water harvesting and solar panels are done regularly.

Carpenters and plumbers are hired for maintenance of the furniture and plumbing related work respectively. Electrical maintenance is carried out by the electrical maintenance in charge of the institute. Solar panels and power backup generators are maintained by the electrical maintenance in charge of the institute.

Food committee of the institute monitors the food quality and hygiene of the canteen premises and ensures that healthy and hygienic food is being served. Usage of plastic is prohibited on the campus.

The infrastructure in charge of the institute manages and monitors all the maintenance work of the institute. Annual budget is allocated for the maintenance of the infrastructure and housekeeping facility. Budget is approved after scrutiny and approval of board of governance and local management committee.




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