



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

There are established systems and procedures for maintaining and utilising physical, academic, and support facilities such as laboratory, sports facilities, computer, classroom, etc. The maintenance of physical, academic and support facilities is carried out by the respective departments with the help of in-house staff daily and periodically. Furthermore, care has been taken to keep the machines and all types of equipment in working condition. In case of breakdowns, standard procedure is followed to bring the equipment/ machine in working condition. A supervisor appointed to monitor and maintain the physical facilities and Housekeeping. A brief description is presented below on the maintenance and utilization of some facilities.

- 1. Laboratories :** Each laboratory has one teacher as the lab in charge, a lab assistant and an attendant. The lab in charge is responsible for maintaining and upgrading the laboratory. Dead stock verification (Physical Verification) is carried out to verify working, nonworking, and missing equipments. Lab assistance keeps a record of the utilisation of equipments, computers and other required materials for experiments.
- 2. Library:** A Librarian with supporting staff has been appointed to maintain the library who works under the supervision of HOD and Principal. The main focus on the availability and utilisation of instructional material in the teaching and learning process. At the end of the Academic year, stock verification is done by Stock verification committee. Procurement of books as per the requirement is initiated through the library cell by inviting the requirement of the books from various departments. It is then processed for procurement.
- 3. Sports :** The Sports Teacher of the institute looks after the sports facilities and the activities. The sports equipments are issued to the students as per the schedule of the events. If any equipments get faulty, the sports teacher submits a proposal for maintenance. Preventive maintenance measures are taken in time.
- 4. Class Rooms:** Class rooms are allocated to all departments along with necessary I.C.T. tools. These are utilised as per the time table of the department. The classrooms are cleaned on a daily basis monitored by the institute supervisor. Principal and H.O.D. monitors cleanliness and ensures that the cleanliness is maintained in the classrooms.
- 5. I.T. facilities:** All departments in the institute have P.C.s, essential software and peripherals. The laboratory system administrator maintain the I.T. facilities in the institute. In case of significant maintenance issues, vendors are hired to maintain I.T. facilities.
- 6. Electrical, Drinking water coolers, Lift etc.:** The institute has employed technicians (electrician and plumber) to keep and maintain electrical and water drinking facilities. Institute has also appointed housekeeping staff and gardener to maintain the gardens.
- 7. CCTV and other upkeep services:** To maintain the internet connectivity and CCTV security system, a network and system administrator is appointed. LCD projectors, E.P.B.X. system, air conditioners are maintained with the help of external agencies. Security staff, including ladies guards under a security supervisor, is employed to safe guard the whole premises.

