

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

The total infrastructure required for the Library, Sports, gymkhana, hostel, research facility and other support systems is well planned and implemented at Central level. Whereas, the infrastructure required at various department including the laboratories, offices, classrooms, administrative support are developed at the Institute level. The following are few policies and procedures followed at the Institute:

➡ Laboratory maintenance-

The laboratory cleanliness is done by the concerned supporting staff of departments. Regular maintenance is maintained by lab technicians and supervised by HODs of the concerned departments. Other measures to maintain laboratories are as follows:

1. The calibration, repairing and maintenance of sophisticated lab equipments are done by the technicians of related agency / owner enterprises.
2. There is systematic disposal of waste of all types such as bio-degradable chemical/chemical and e-waste.
3. The Laboratories are also opened beyond regular college timings as and when the demand arises from students/staffs. Language laboratory is also available
4. Various centres of excellences are setup at campus.
5. Audio and Video conferencing facility for webinars, MOOCS, STTPs conducted by IITs and other institutes/organizations.

➡ Maintenance of Computers (Hardware & Software) and Networking:

Computer maintenance involves keeping a computer in a good state of repair and physical health. It involves a set of maintenance tasks and procedures that help to keep the computer software and hardware updated and operational. In our institute whoever there is maintenance issue arises then following procedure is adopted:

1. Respective owner logs maintenance request to Head of Department/Section In-charge
2. As per the severity of maintenance the problem is forwarded to the Lab Technician or in-charge for example installation/up-gradation of new software.
3. If there is need to purchase RAM or some internal part of computer, the prior permission is taken from Principal

4. After principal approval the request is forwarded to store in-charge for purchase of item.
5. After receiving the item, same is provided to Laboratory Technician and the maintenance / up-gradation is performed.
6. If the problem is not curable at institute, then particular device is forwarded for maintenance to the vendor from whom it is purchase if under warranty or guaranty.

➡ **Library utilization and maintenance:**

The text books and reference book purchase is done as per the demand of students and recommendation of faculty. The list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.

1. The Library has special reprographic and printing facility, digital library, reading room facility and book bank facility for students.
2. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
3. The proper record is maintained for usage of resources. Manual registers are used to keep account of students and staff on daily basis.
4. Library is kept open beyond regular college timings and 24 x 7 during exam period.
5. Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the librarian staff.
6. Every department has separate departmental library for their students and staff.

➡ **Sports:**

1. Maintenance of indoor Badminton/ Volley Ball court / TT Courts /Gymnasium in the campus through the dedicated physical director.
2. The sports department is very active and encourages students to participate in various sports activities, along with training and coordinating various sports in the college.

➡ **Academic infrastructure & facilities:**

The administrative officer is monitoring the maintenance of academic infrastructure & facilities like classrooms, drinking water, gardening, etc.

1. Institute has a dedicated team of to maintain and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. Institute development fund is utilized for maintenance and minor repair of furniture and other electrical equipment.
2. Cleanliness of physical infrastructure and maintaining the green landscape is taken care by dedicated agency under the supervision of administrative officer.
3. Institute provides a good hostel facilities (separate for Boys and Girls)
4. Roof-top solar panels are mounted at Campus. It ensures 100%, back-up power supply and the electricity generated above our demand is supplied to the local electricity distribution agency through net-metering. Institute also ensures power supply to the campus almost on a 24 hour 365 day basis.

➡ **Maintenance of Transformer/ Generator/ Distribution Box:**

1. We put the office note with justification to competent authority i.e through HOD, Principal and Director General. After approval the office note, we put the requirement to the store by filling the form no.16. After procurement of the spares from store, we carry out the maintenance through our maintenance staff and we avoid the breakdown of the equipment.
2. If maintenance is major, we fix the agency for providing and fixing of the faulty equipment parts and accordingly we put the purchase order (PO) / work order (WO) approved by our competent authority. After approval of the PO/WO, we carry out the maintenance through respective agency.

➡ **Others:**

1. Security agency for the round the clock security of the infrastructure.
2. Day to day maintenance ensured by the supporting non-teaching staff.
3. Fire extinguishers have been installed at identified locations
4. CCTV installation at prominent places
5. Campus-wide Networking Wi-Fi