

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 utilizing physical, academic and support facilities such as laboratory, sports complex, computer, classroom etc in the institute. The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff on daily basis and periodically. And care has been taken to keep the equipment's, machine etc in working condition. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition. A Chief engineer and supervisors are appointed to monitor and maintain the physical facilities and Housekeeping under Director - Administration. A brief description is presented below on maintenance and utilization of some facilities.

1. Laboratories (All Labs & Computer centre): Each laboratory has one faculty as lab incharge, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipment's from time to time to cope with change in the curriculum. Dead stock verification (Physical Verification) is carried out to verify working/ nonworking/ missing equipment's etc. Preventive maintenance and performance monitoring is carried out. Each and every lab assistance keeps the record of utilization of equipment's, computers and other required material for experiments.

2. Library: Librarian with supporting staff has been appointed to maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process. At end of the Academic year stock verification is done. Librarian will prepare the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments this is then processed following the procurement procedure.

3. Sport complex /ground /equipment's: Sports coordinator of the institute looks after the sports facilities and the activities. The sports equipment's are issued to the students as per the schedule of the events. If any equipment's get faulty sport director submits proposal for maintenance. Preventive maintenance measures are taken in time. Sport director is responsible for keeping the record of utilization of sport Facilities, activities held, awards for the students etc.

4. Class Rooms: Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department. The class rooms are cleaned on daily basis monitored by institute supervisor/administrator. Head of the institute, Coordinators and Class faculty also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.

5. IT facilities: All departments in the institute are having PCs, essential software and peripherals. The laboratory technicians and system administrator maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.

6. Plumbing, Electrical, Drinking water coolers, Lift etc.: Institute has employed technicians (electrician and plumber) for up keeping and maintenance of electrical and drinking water facility. Institute has also appointed housekeeping staff to maintain and gardener for maintaining the gardens.

7. CCTV, Security, Air Conditioners etc: To maintain internet connectivity and CCTV security system, network and system administration team is appointed. Digital boards, LCD projectors, EPBX 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 under chief vigilance officer.

8. Electrical Maintenance of Generator, UPS, and Batteries: Monitor electrical equipment such as Generator, UPS, and Batteries monthly and enter the condition/Status of equipment in Log book. Call the contractor (belonging to equipment) in case of major fault. The contractor analyses the fault and submit its report. If the replacement of any part is necessary then call of the quotations & purchase as per centralized purchase procedure. Inspect the work done by the contractor and ensure smooth functioning of equipment and report of completion of work is given to chief engineer.