

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

The institute adopted certain Procedures and executed in the college for the maintenance.

The following facilities are being monitored centrally:

Library, Internet, website, Canteen, Transport, Hostel, EPABX with intercoms, Health Centre.

Periodical meetings of In-Charges of above facilities are conducted to review the functioning of each facility to make all these facilities are more effective and student friendly.

Buildings & Toilets Hygiene:

Sufficient Sweepers & scavengers are recruited for each building in the campus. They are monitored by a supervisor. All the sweepers, Scavengers & supervisor are to give biometric attendance daily while coming to duty and leaving from the duty.

Infrastructure Maintenance: -

The maintenance of infrastructure facilities in the institute such as classrooms, buildings, hostels, green areas, etc. are monitored by a qualified Civil Engineer with skilled manpower for civil, electrical, plumbing, carpentry & horticulture works.

The maintenance of equipment for water pumping plants, sewage, etc. are undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier.

Power Maintenance System: -

The Institute has 750 KVA power backup to ensure uninterrupted power supply and maintenance of electrical assets.

The maintenance of equipment like Generator Sets, General Lighting, Power Distribution System, Solar Panels etc. are undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier.

Transport Maintenance: -

A fleet of buses, vans and cars are maintained by the transport department of the Institute under the supervision of Transport Manager. The vehicles are maintained on frequent intervals and the taxes are paid according to the law.

Sports facilities: -

The indoor & outdoor sports facilities such as Tennis court, Volley Ball Court, Basket Ball Court, Badminton Court etc. are monitored & maintained by the well qualified Physical director.

Other Services:

The institute provides various services such as Cafeterias facilities, Banking / ATMs facilities & services Laundry services, Gymnasium facilities Gaming Arcadia facilities, Reprographic, Photocopy services, Books & Stationary facilities etc., to the students, faculty and staff and are maintained by respective service providers as per contract:

Maintenance of Equipment: The Institute has laid down guidelines and structure for the maintenance of various types of equipment as under: The Heads of the departments are looking after the repair, maintenance and upkeep of labs. Further, major laboratory equipment is under Annual Maintenance Contract (AMC) for their regular preventive and corrective maintenance. The Biometric Systems, Campus Surveillance Cameras, CCTVs, other security equipment are maintained through the Admin department by the equipment providers. Teaching aids such as LCD Projectors, PA

Systems, Laptops, Desktops, Printers, Wi-Fi etc. are maintained by IT department. Fire Fighting equipment in various blocks, class-room, labs, hostels, offices, etc. are maintained by Mechanical Engineering Department. The respective departments conduct a periodic audit to ensure timely corrective action for proper functioning of the various equipment & gadgets.

Library:

The library is maintained and monitored by the Library Advisory Committee. Library maintenance is computerized and automated with regular/constant up-keeping Regular swabbing of the Library floors, regular cleaning of the racks, up- keeping the quality of the books with needed binding are in place.