

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institute has adopted standard reputable systems and procedures for maintaining the physical, academic and support facilities that are mentioned in the maintenance policy document of the institute. There are college level and Centralised committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities. The role and responsibilities of committees are given below.

General civil maintenance and upkeep of civil infrastructure is carried out by Centralised Vastu Vyavastha Vibhag.

Repair and Maintenance of laboratory equipments/instruments are initiated by the respective Laboratory In charge as and when required.

The purchase committee handles the repair/maintenance request appropriately by placing order to the respective equipment experts. As a precautionary measure laboratory in charge, along with laboratory assistant, ensures proper working of all equipment at the beginning of each semester.

A budget is annually allocated for maintenance of the physical facilities of the institute.

The classrooms, laboratories, seminar halls, and library facilities are utilized regularly by the students for the learning process and timetables/logbooks indicate the regular utilization of the respective facilities.

The maintenance and housekeeping of the classrooms, laboratories, library, and the institute as a whole are taken care by external agency and non-teaching staff.

Security of the institute is assigned to external agency.

Fumigation of the entire institute is done frequently by third party housekeeping agency.

The institute garden is maintained by the gardener appointed by the Samstha (Parent Body).

The institute has adequate number of computers with internet connections and required software's distributed in different locales like office, laboratories, library, departments etc.

The library has a reading hall and digital library for students to access e-journals, while the subscribed e-journals can also be accessed from any networked computer in the institute. Remote access is also permitted to the registered students and faculty members.

All the computer related facilities including hardware, computer peripherals, UPS and generator are maintained by giving annual maintenance contract to third party.

The maintenance of water coolers, EPABX system, and Air conditioners in the institute is carried by external agencies through annual maintenance contract.

Anti-virus software is purchased and is renewed annually for the smooth working of all the computers in the institute.

Minor maintenance of furniture items, electrical and metal fixtures is carried out by the Centralised Vastu Vyavastha Vibhag.

The sports facility of the institute is handled by a faculty member designated as Sport In charge and these facilities are made available to all the students of the institute.

The Samstha has large open grounds for cricket, football, volleyball and basketball and a gymnasium utilized by the students.

Emergency exits and fire fighting system are made available to counter situations like fire hazard and natural calamities maintained by Centralised Vastu Vyavastha Vibhag with the help of AMC.