



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 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. Periodical/on spot maintenance is undertaken to keep the equipments, machines, computers etc in working condition. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition. A supervisor is appointed to monitor and maintain the physical facilities and housekeeping. A brief description is presented below on maintenance and utilization of some facilities.

- 1. Laboratories (All Labs & Computer center):** Each laboratory has one teacher as lab in-charge, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and update the laboratory with necessary equipments from time to time to cope with change in the syllabus. Every end of the semester dead stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipments etc. Preventive maintenance and performance monitoring is carried out. Every laboratory assistance keeps the record of utilization of equipments, computers and other required material for experiments.
- 2. Library:** Librarian with supporting staff maintain central library. They focus on the availability and utilization of instructional material in teaching and learning process. Every end of the Academic year stock verification is done. Procurement of books as per the requirement is initiated through library committee by inviting the requirement of books from various departments which is then processed following the procurement procedure.
- 3. Sport complex/ground/equipments:** Physical Director looks after the maintenance of all sports facilities and all sports related activities. The sports equipments are issued to the students as per the schedule of the events. If any equipments get faulty sport director submits proposal for maintenance. Preventive maintenance measures are taken in time. Sport director is keeping the record of utilization of sport facilities.
- 4. Class Rooms:** The class rooms are cleaned on daily basis monitored by institute supervisor. Head of the institute, HODs and Class teachers also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.
- 5. IT facilities:** A system administrator is appointed to maintain the IT facilities in the institute. In case of major issues of maintenance vendors are hired for maintenance of IT facilities.
- 6. Electrical, Drinking water coolers, Lift etc.:** Institute has employed technicians for up keeping and maintenance of electrical and water drinking facility. Institute has also appointed housekeeping staff to maintain the gardens.
- 7. CCTV, Security etc:** To maintain internet connectivity and CCTV security system, network and system administration team is appointed. 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.