

## Procedures and Maintenance Policies

**There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc**

**Response:**

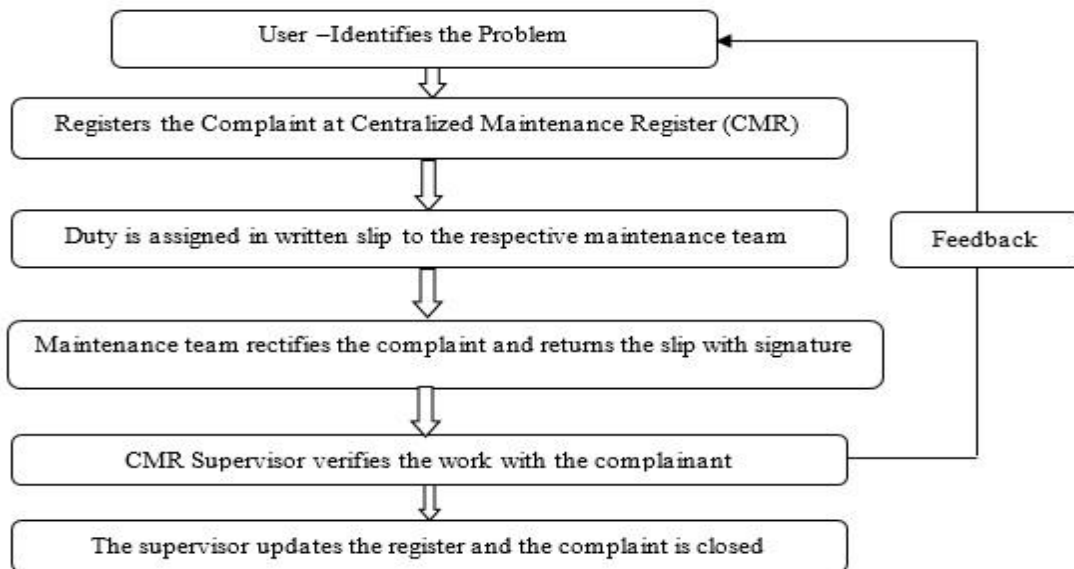
The institute's marvellous infrastructure in 2.6 lakh sq. ft. area of 10 acres has state-of-art physical facility such as laboratories, machinery-shop, workshop, IT centres, excellence centres for academic development and for employability enhancement. The well-resourced library and learning resource centre, spacious ICT enabled classrooms, audio-video language studio for English language and soft skills development, fitness centre gym, yoga centre, indoor sports facility and playgrounds provides facility to students for improving their academics, co and extra-curricular activities. All these supportive facilities are under the respective department management and a lab in-charge maintains the utilization and dead stock register of the lab.

**Maintenance Policy:**

**Computer Resource Maintenance:** The institute follows an "In-house Automated Online Maintenance System" which is developed by our students. This system maintains the record of the complaint till its resolution.

**General Maintenance:** The up-keeping of campus infrastructure is carried out by experienced dedicated teams. A Centralized Maintenance Register (CMR) is available at storehouse. During the maintenance, if anything is required to be purchased, it shall be raised through requisition slip

**Breakdown Maintenance:** The procedure of breakdown maintenance is depicted in the following flow-chart:



**Flow chart of Centralized Maintenance Register (CMR)**

**Preventive Maintenance:** The Preventive Maintenance is carried out as per planned schedule under CMR Supervisor who maintenance the corresponding records of services. The Preventive Maintenance ensures that all mechanical equipment and laboratories are in working condition as well as the following works:

**House Keeping and Garden Maintenance:** The house-keeping team has several male and female workers to attend maintenance of the campus and the work is carried out as per their daily schedule. The schedule is planned into daily, weekly, fortnightly and monthly. Sophisticated gardening equipment is used for mowing and trimming the border herbs.

**Civil Maintenance and Miscellaneous:** Major construction is done through suitable contractors. Periodic painting and white washing of building and labs, grounds maintaining, lawns and upkeep of plants. The dustbins are kept at different location in the campus to maintain neat and cleanliness.

**Machine and Equipment Maintenance:** The Machine and Equipment are maintained periodically or as on when it is required. Steel and wooden furniture are maintained prior to beginning of odd and even semesters.

**Electrical Maintenance:** The electrical maintenance team conducts maintenance drive of all power utilities twice in a year prior to the examination

**Library Maintenance:** Once or twice in a year, the library advisory committee identifies and verifies damaged books. Then it prepares a list of the books for binding from outsources and forwards it to the Principal for approval.

**Sports Complex Maintenance:** The contemporary sports committee maintains Indoor and outdoor sports stationary. It identifies and verifies the suitability of sports stationary for sport activities.