

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

Institute has demarcated procedure for maintenance and utilization of physical, academic and support facilities laboratory, library, sports, computers, classrooms etc. The repair and maintenance of Computer and systems are done internally as well as by external agencies. Based on department requirement replacement of faulty hardware and or addition of the hardware augmenting the system configurations is done. Laboratory Equipment's are maintained through annual maintenance procedure. Based on requirement six monthly maintenance by the equipment manufacturer / external agency is also done. Maintenance of furniture items and metal fixtures is carried out by Workshop. Maintenance of EPBAX, Air Conditioning System, Water Coolers, glass fittings etc. is looked after by external agency. External agency is appointed for maintenance either in the form of Annual maintenance contract (AMC) or on case to case basis.

- **The Campus Supervisor looks after:**
 - ✓ General civil maintenance and upkeep of civil infrastructure.
 - ✓ Maintenance of plumbing related work.
 - ✓ General cleanliness through separate House Keeping team.
- Electrical Maintenance is looked after by **Electrical Maintenance coordinator** and team
- **Repair and Maintenance of equipment and instruments** is initiated by Laboratory in charge as and when required. As a precautionary measure laboratory in charge, along with laboratory assistant, ensures inspection and proper working of all equipment at the beginning of each semester. In case of calibrations, repair/maintenance yearly requisition is given to corporate office for further processing
- **Annual Maintenance Contract** is signed for Generators and other equipment as per the requirements
- All **classrooms, seminar halls, Building, Hostel**, are maintained under the supervision of Dean Administration, campus level supervisor, Coordinator Student affairs takes care of use of all sports facility and all the extra and co-curricular activities conducted for students throughout the year. Students are encouraged to participate in extra and co-curricular activities and sport activities and their participation in Institutional and National and International competitions is encouraged
- **Library:** Library/ Library staff gives requisition for repair and maintenance of library as well as for new additions to the library