

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.

Physical, Academic Facilities: Physical infrastructures like classrooms, Gallery, seminar halls, toilets, ladies waiting halls are maintained by the supervisor under the supervision of AO's.. To maintain hygiene the classrooms, seminar halls, toilets are cleaned twice in a day. Adequate in-house workers are employed for maintenance on the campus to clean classrooms, staffrooms, seminar halls and laboratories. Dustbins are located at appropriate places.

For maintenance of electrical works, plumbing are available in the campus as in-house workers. Gardening and lawn maintenance are regularly done by the concern workers. Regular cleaning of water tanks, removing the garbage to maintain cleanliness is done by the workers.

Laboratory:

Laboratory maintenance is regularly done by the concerned lab technicians under the supervision of Lab-in-charge and the same is recorded in maintenance register. Lab-in charges are responsible for the safe and smooth functioning of the equipment and facilities. Stock registers and consumables are recorded regularly by the lab in-charges.

The recorded information in maintenance register is regularly verified by the Head of the Department. The record consists of information related to the service of equipment, periodical repairs or damaged and the same is submitted by the head of the department to the principal for approval if any. Log books are maintained in each laboratory to ensure entries and problems encountered during the laboratory session. Depending on the necessity the service is being done periodically by the concerned technicians from the enterprises or suppliers of the equipment.

Library:

Central Library is automated partially with Insproplus software. Software is used to assist the library for operations like acquisition cataloguing, circulation, OPAC, stock verification etc. For procurement of books, journals, references the recommendations are called up from each department and put forth the same before the library committee. The library committee recommends the books, references, journals for procurement. The purchase orders are placed after the final approval based on the comparative statement of different vendors. The central library is also equipped with computers with internet facility to access the information digitally. Books are stacked systematically in the stacks branch wise separately to ensure easy access for the faculty and students. The reference books are placed in a section separately for easy access. The library committee looks after the maintenance, procurement, disposal of old versions of the books. The stock registers are properly maintained by the librarian.

Sports:

Sports utilities are made available for all the students. Ball Badminton, Tennis court, Cricket ground, football ground, handball, Volleyball courts are maintained with lush greenery by the workers under the supervision of physical director. Sports utilities are issued to the students after depositing the Student ID after the regular class work. Sports committee will look after the preparation of schedules, conducting the games and sports regularly. The physical director keeps a well-maintained record of all the sports utilities. The purchasing of equipment for sports is done in relevance to the procedures adopted at the institute. Ground staff regularly performs the marking of the play fields, and makes the courts for practice matches.

Computers:

The computer laboratories are completely maintained by the respective lab Technician allocated for each laboratory. The stock register, log books are maintained by the lab technicians under the supervision of a lab in-charge of respective department. The allocation of labs for regular academic works and examinations is completely monitored by the central computer lab coordinator. The procurement, of the computers are done whenever necessary within the standard procedures adopted in the institute. The regular maintenance of air-conditioners and their service is done regularly.