

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

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

Institution has formed an efficient work system for the maintenance of infrastructure facilities and available equipments:

- 1. Building & Maintenance Infrastructure**
- 2. Computer IT Infrastructure**
- 3. Laboratory Equipments/Machineries**
- 4. Furniture's related supervision**
- 5. Supporting Facilities**

1. Building & Maintenance Infrastructure

- a. Generally as far as possible for a grant in aid institution, sincere effort is made to provide secure space for equipments and tools. Construction, repair and maintenance of the main building and physical infrastructure like water, power supply and other facilities are looked after by the assigned committee.
- b. All maintenance and upgradation work related to civil and electrical is supervised by the committee and well verified by them.
- c. Other minor faults are attended and repaired by hired technicians and carpenters.
- d. The institution has two generator system for uninterrupted power supply and smooth functioning of the institutions.
- e. Maintenance of the toilets and the service areas is a must and well taken care of by the committee.

2. Computer and IT Infrastructure:

- a. Maintains Dead Stock Register to keep account of non-functional equipments.
- b. Maintenance and upgradation is looked after by IT Committee from time to time.
- c. Wide Area Network, Intercom, Wi-Fi and INFLIBNET are regularly renewed to ensure good service.
- d. Computer Network Resource Center is also running smoothly.

e. Laboratory Equipment/Machineries:

- a. Stock Register is maintained by Laboratory for keeping a record of chemicals, glassware and other equipments used in laboratory.
- b. Maintains Dead Stock register regularly to keep account of the non-functional equipments and machineries.
- c. Gas connections are checked regularly for any leakage by the technician.
- d. Annual maintenance audit for different laboratories is done regularly.
- e. The Laboratory equipments are maintained at the departmental level through hired technicians whenever required.

f. Furniture's related supervision:

- a. There is staff to look after the maintenance and repair work of furniture, and fixtures and other physical infrastructure. Staff brings in to the notice of the authority and needs of the repair work. After the work is completed the work is verified.

g. Supporting Facilities:

- a. Institution is supported with many other facilities like well-maintained Lawns, well equipped Gym & Yoga Center, well-furnished auditorium, First aid facility, Sanitary napkin machine etc.
- b. Sports ground, Athletic ground, Sports room, Badminton Court, Kabaddi ground, Basketball court, Table Tennis, Volleyball and other indoor sports are taken care of by the sports committee.