

## **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)

### **Library procedure:**

The library collects duly filled recommendation form from the departments for purchasing books.

- The book which are already available and the books of which sufficient number of copies are present in the library are eliminated from the recommendation list.
- Quotations are called from at least 2-3 reputed suppliers and the quotations are discussed and compared by the principal. Final order is ordered to the supplier whose quotation is approved in meeting.
- A copy of order is submitted to the accounts section for their records.

### **Procedure for It Maintenance:**

System administrator and Technical assistants are working in CSE Department.

- The task of system administrator is to establish and maintain IT infrastructure in the campus.
- Computer systems in the college are connected with LAN connectivity.
- Licensed softwares and open source tools are available as per requirement.
- Inspection and servicing activities are being carried out once in semester.
- If the IT related equipments are not working properly then concerned person should report to the Principal through HOD then complaint is forwarded to CSE department.
- The complaint will be resolved on urgent basis.

### **Procedure for Civil Infrastructure Maintenance:**

#### **Housekeeping and Gardening**

- Supervisor is appointed in our institute for cleanliness and it is maintained with the help of separately recruited housekeeping staff.
- Each housekeeping staff cleans his assigned area twice a day.
- Six gardeners are recruited to take care of the lawn in the campus.
- Lawn and nursery is maintained on STP Water.

#### **Other Maintenance**

- Admin officer is appointed to take care of routine maintenance of infrastructure and furniture in lab
- In case any requirement or maintenance related issue, Lab in charge/ HOD forward application to Admin officer (Director), after verifying and identifying necessary action for repair or replacement, he gets task completed
- Lab equipments are being maintained with proper maintenance schedules, Breakdown, Routine and planned maintenance.

### **Classroom Furniture**

- As per need some classrooms are equipped with projector to facilitate use of modern teaching aids.
- For any additional requirement in furniture (benches, table, chair) HOD forward application to Director for approval.

### **Buildings & Roads**

- **Maintenance procedure:** Periodically all the buildings are inspected and repairs are carried out as per the maintenance budget.
- All the buildings are painted once in two years with quality paint.
- Wall cracks and roof cracks are to be identified and filling will be done by using suitable materials.
- All the roads are maintained whenever needed.
- Greenery (Lawns, Plants & Trees) Stretches are maintained inside the campus.