

Procedures and policies for maintaining and utilizing physical, academic and support facilities

Class Rooms, Seminar hall and tutorial rooms: All these rooms are cleaned by departmental peon and this activity is monitored by departmental technical assistant.

Laboratories: Faculty in-charge & technical assistant look after the maintenance of each laboratory. The funds available from the budget head is used to repair of any break-down item. When new purchase is to be made, then faculty in charge proposes the annual requirement and provisions for the same are accordingly in the budget. For consumable items, budget is prepared by staff in charge and technical assistant.

Equipment: Preventive maintenance schedule is prepared by the faculty in charge & maintenance is carried out regularly as per schedule and this activity is monitored by staff in-charge.

Computers: All the computers and peripherals are checked by faculty in charge and technical assistant for any problems once in a semester before beginning of the academics. Any maintenance activity, if required is carried out and required consumables are purchased. Maintenance activates and consumables purchased are entered in the respective dead stock registers.

Central library: The Central Library of the institute is well maintained and each section in it is taken care by an assigned person for cleanliness. Electric fittings, equipment like photocopy machine, computers, printers, scanners are given for maintenance from time to time. Old machines are send to scrap with set procedure of the institute. Book Stacks are thoroughly cleaned once in a week. The books are weed out as per the norms and procedure laid down by the society. The book binding is done to keep them in condition of use. The stock verification is done as a part of regular maintenance

Departmental library: Faculty members of the dept. can borrow the books from dept. library & students in their free time can make use of the books available in the department.

Civil maintenance: It is looked after by estate office for minor maintenance work and through civil contractor for major maintenance.

Hostel maintenance: It is carried out by two different teams of housekeeping staff separately for girls' hostel and boys' hostel.

Mess maintenance : A committee of faculty members and students is formed to look after the quality of food and hygienic in the mess.

Garden maintenance: is looked after by gardening staff under the supervision of estate office.

Pest control is carried in the hostels at regular intervals by external agency under the supervision of hostel warden