



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

### Introduction:

The Institute has established systems and procedures along with dedicated manpower for monitoring and to ensure proper maintenance and utilization of physical infrastructure like library, laboratories, classrooms, seminar halls, student activity centre, sports facilities, etc.

### Maintenance cells of the Institute:

- (i) **Civil Maintenance Cell:** Physical Infrastructure facilities like class rooms, Laboratories, Library, Sports complex, Computer Centre etc., are maintained internally by Civil Maintenance Cell of the Institute. Assistant Engineer, technical staff and time keeper etc., are appointed in the Institute. The Civil Maintenance Work is monitored by building committee of the Institute. The building committee of the Institute is chaired by one of the Professor from Civil Engineering Department of Institute.
- (ii) **Electrical Maintenance Cell:** Institute has a separate Electrical Maintenance cell to ensure uninterrupted power supply and maintenance of electrical assets of 33 kv substation, Diesel Generator sets, lighting, power distribution system, solar panel etc. One professor from the Electrical Engineering Department is assigned the responsibility to monitor the EMC (Electrical Maintenance Cell) activities. The Assistant Forman, technical staff, Electricians etc., are appointed in the Institute for smooth functioning of EMC.
- (iii) **ICT Maintenance Cell:** ICT maintenance Cell maintain the facilitates like, computers, LAN, internet, Wi-Fi and, MIS, LMS, CCTV security system, LCD projectors, ICT based Teaching learning facilities other ICT facilities through dedicated staff, Assistant registrar IT and in-charge ICT Maintenance Cell. The **ICT** Maintenance Cell of the Institute works under the supervision & guidance of of Deputy Registrar of the Institute.
- (iv) **General Maintenance Cell:** The General maintenance cell is established to keep the campus hygienically clean, drinking water supply through dedicated staff. The maintenance of equipment's for water supply sets, sewage treatment etc. are undertaken as per standard maintenance schedule. The General Maintenance Cell is working under the supervision of Deputy Registrar of the Institute.



## **Policies for utilization/Maintenance:**


- Separate Complaint registers are maintained for various services like electrical, plumbing, housekeeping etc both for academic and hostel buildings. The e-system (through email) is functioning in the Institute for fast service.
- Minor work is carried out by labour appointed on labour rates.
- Major maintenance work is carried out on contract through Annual Maintenance Contract System/tendering procedure/empanelment of service providers.
- All repair, maintenance and upkeeps of labs are maintained by their lab in-charges/technical staff.
- The utilization reports are maintained by In-charge Laboratory, HoDs, In-charge Maintenance Cell.
- The Advanced and Expensive Equipments are maintained through Annual Maintenance Contract (AMC)/ empanelment of service providers.
- Equipment, instruments and appliances involved in the teaching-learning process are maintained through internal technical staff, service providers and AMC.
- The procurement of services through AMC, parts/components are procured through well established mechanism of purchase under the monitoring of Registrar/Deputy Registrar.
- Periodic information/requirement of maintenance is submitted by HoDs/Section In-charge to concerning Maintenance Cell.
- Prior to commencement of new academic semester all teaching learning facilities including hostels and sports are maintained by concerning Maintenance Cell.
- Each laboratory has one faculty as Professor in-charge lab, a Lab Assistant and attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipments from time to time to cope with change in the curriculum. Stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipments etc. Yearly. Preventive maintenance and performance monitoring is carried out by concern lab--staff. Every laboratory staff keeps the record of utilization of equipments, computers and other required material for experiments. All the safety equipments are installed in the laboratory to avoid any kind of hazard.
- The Institute Central Library is maintained by the Librarian with dedicated library supporting staff. The library services like MIS, digital section, reference sections, Books issuing section, equipments and other library facilities are maintained regularly through dedicated staff. Librarian with supporting staff ensures the availability and utilization of instructional material in teaching and learning process. At end of the Academic year stock verification is done. Librarian is responsible to prepare the report on the same and utilization of books by the students and staff. Procurement of books as per the requirement is initiated through library committee by inviting the



requirement of books from various departments this is then processed following the procurement procedure.

- The fire safety equipments are installed at various locations as per standard Operating Procedure on safety and hazards.
- Various sports faculties like grounds, gymnasiums, indoor game facilities, equipments are regularly maintained by Sports Officer. Sports Officer of the institute looks after the sports facilities and the activities. The sports equipments are issued to the students as per the schedule of the events. If any equipments get faulty sport officer submits proposal for maintenance. Preventive maintenance measures are taken in time. Sport Officer is responsible for keeping the record of utilization of sport Facilities, activities held, awards/achievements of the students etc.
- The IT coordinators are appointed in various departments to maintain the ICT facility in the department. The IT coordinators through HoDs are also responsible to coordinate with ICT Maintenance Cell of the Institute to maintain effective ICT facility. Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wi-Fi, LAN etc are maintained by IT Cell through service provider/ AMCs.
- SOPs are maintained in all laboratories, Computer Centres etc.
- SOP for maintenance and to utilize all Academic, physical and support facilities including teaching learning, research laboratory and computer labs are managed by section In-charge/HoDs.
- Class rooms are allocated to all departments along with necessary ICT tools. The class rooms are utilized as per the time table of the department. The class rooms are cleaned on daily basis monitored by institute supervisor. HODs and Class coordinators also monitor the cleanliness and ensure that the cleanliness is maintained in the class rooms.

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