

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

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words

File Description:

- Upload any additional information

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The maintenance of physical, academic and support facilities are carried out by the respective departments with the help of in house staff on daily basis and periodically. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition.

The corporate office of the group of institutes has a maintenance cell. This cell is responsible to undertake any maintenance work as reported by laboratory in charge. Faculty members' in charge of laboratories are responsible to keep the laboratory equipment in working conduction and report any maintenance to central team. Librarian and the supporting staff are responsible for operation of library. The proposal of requirement of resources for library is submitted for procurement as and when need arises. Yearly stock audit is carried out. The computing systems are maintained by the system administrators and the laboratory technicians. Class rooms which are assigned to the departments are maintained by the department The campus has common sports complex with indoor and outdoor facilities which is maintained centrally by campus office. The sports activities are taken care of by physical director. All other common amenities are maintained by the house keeping staff under the supervision of the campus supervisors. To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, EPBX system, air conditioners are maintained with the help of external agencies. Security staff including security supervisor is employed to safe guard the whole premises.