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.

Classroom and staff rooms and Laboratory facility Maintenance

At the beginning of each semester the readiness of the classrooms and laboratories are checked by the respective in charge. The classrooms, seminar halls and staff room are provided with enough seating capacity, they are maintained regularly by the support staff.

The laboratories are allotted to faculty to take care of maintenance along with lab assistants. The laboratory assistant updates dead stock register, consumable register; perform routine maintenance, maintaining discipline in laboratory. The maintenance of equipments is carried out twice in a year (before the start of odd and even semester) or as per requirement. The external maintenance agency is called for critical problems in equipment with prior permission of management. The meters, gauges are calibrated by external agencies.

Maintenance of computing facilities:

The maintenance of computing facility is carried out by the system administrator and the technical assistants of the respective departments. The computers and ICT tools are monitored and maintained on regular basis by respective technical assistants. The software updates and internet related problems are resolved by respective service providers.

Gymkhana facility Maintenance:

The physical director maintains sports facilities in the Institute. A stock register and an issue register are maintained to ensure the proper handling of the sports items. Stock verification of the sports items is conducted at the beginning of each semester. Regular maintenance of the play area is conducted under the supervision of physical director and faculty sports coordinator.

DIRECTOR
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