

## **Established systems and Procedures for maintaining and utilizing academic support facilities-laboratory, library, sports complex, computers, class room etc.,**

The Institute has centralized Housekeeping staff for the entire campus with full time salaried employees. All complaints and recommendations registered are being checked and processed by the Office of the Registrar with the approval of the Principal/Director to ensure proper functioning and improvement of the equipment and other facilities under annual maintenance. The maintenance and improvement of the campus is carried out according to the decisions taken by the college management.

The Head of the departments make the requisition/note sheets according to the requirement of equipments, computers, furniture, maintenance and repair of basic needs. Those requisitions are submitted it to the Principal/Registrar. The management approves and allocates funds in case of new equipments are required in the institution. An effective monitoring system through various committees ensures the optimal utilization of budget allocation. The college has appointed external agencies for maintenance and repair of infrastructure, equipment and other facilities like maintenance of lifts, fire extinguishers, fire systems and generator. Physical infrastructure repair work is carried out by appointing external agency. AMC contract is given to external agency for the maintenance of all computers within the college. Other laboratory equipment is maintained by technical supporting staff. In case of any repair requirement, service is hired from outside agencies.

The Institute has a Sports Committee with a Physical Director to effectively organize various sports on the campus and off the campus for the students. Institute organizes sports events to improve sportsman spirit. Indoor games like Caroms, Chess and Table Tennis. Outdoor games like Volley Ball, Badminton and Tennikoit are organized for students and faculty. Yoga camps are organized for stress relief.

The Department of Computer Science supervises the AMC including Computers and its allied Infrastructure. Regular checks of equipment are carried out in all the laboratories by lab co-ordinator. AMC also handles need-based installation of computer facilities in the college. Department of Computer Science controls the Internet and biometric security systems.

Regular Cleaning and mopping work is done by House Keeping Department. Registers are maintained to record the work. Other maintenance related issues are attended by carpenter and electrician of the institution subject to the complaint put in complaint register.

Well qualified Electricians are available round the clock to address power breakdown and they also attend to power supply related complaints. They perform regular checks in classrooms and campus to ensure that all electrical fittings are working in good condition. Solar power panel are also monitored by electricians.