

**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.**

**Maintenance of Library Facilities:**

The books and journals are maintained against disfiguring. Book binding is carried out on a regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. Pest control is done on a regular basis for maintaining books safe from termites.

The Library Committee has been constituted for coordination in respect of learning resources.

- Procurement of new books & renew of journals and recommendation for additional books
- Updating and maintaining of all library records
- Addressing issues and grievances of users
- Update and upgrade the library contents, periodically as per updates in curriculum

**Computers:** The institute has an adequate number of computers with internet connections and utility softwares. Computer systems, UPS, Softwares and Servers are maintained by outsourced technicians, Lab Assistants and Lab-In Charges. IT infrastructure is maintained by the head, IT Coordinator along with departmental coordinator.

**Classrooms, Conference Hall:** Classrooms and International Conference hall are provided with enough seating capacity and LCD projectors. Cleanliness of class rooms and International Conference hall is maintained on a regular basis. Working condition of audio system, LCD projectors etc. is done on a regular basis.

**Laboratory:**

Laboratories are regularly maintained by the Laboratory attendant. Records of equipment are maintained in Dead-stock Register (DSR) as per the process. Equipments are maintained properly, calibrated and serviced periodically. Major breakdown maintenance if required, is carried out by external agencies.

**Maintenance of other support systems:**

Ø Housekeeping for regular cleanliness of corridors, washrooms, classrooms, laboratories and premises is done by external agencies. Sanitizing of washrooms is done on a regular basis.

Ø Greenery is maintained by the gardeners of external agencies.

Ø Solar Panels and power backup facilities like Generators are maintained by the Internal Electrical maintenance department.

Ø Clean and hygienic drinking water is available in the Institute. Water coolers are maintained and cleaned on a regular basis. Overhead water tanks and water coolers are cleaned periodically. Quality of drinking water is checked by measures pH and Hardness.

Ø Sports facilities are maintained by the sports committee and the menial staff.

**The below mentioned points are inspected before the start of every semester.**

1. Classroom facilities such as lights and fans, LCD projector and sound system, availability of internet connections are inspected before the start of every semester.
2. Working conditions of the computer, device, and equipment are ensured.
3. Working condition of machines in the workshop is ensured.
4. Stock checking activity is done prior to the start of the new semester.
5. House-keeping committee of the institute inspects the facilities like toilets, classrooms, corridors.
6. Food committee supervises the cleanliness and hygiene in the canteen and monitors the food quality.
7. Library committee collects specific needs of the students and staff.
8. Sports committee ensures the availability of sports equipment and monitors the usage of the ground, courts and indoor games facilities.