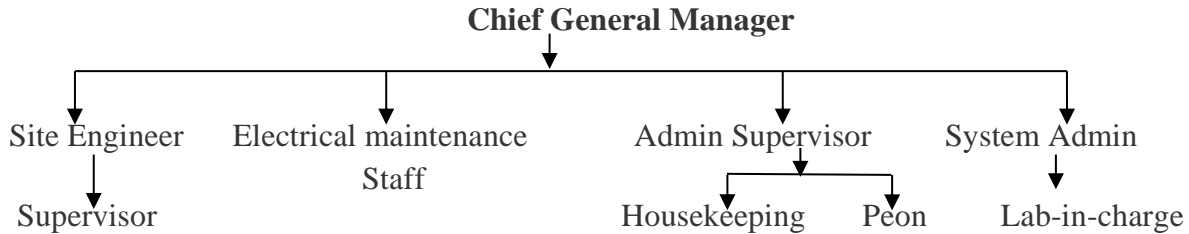


MAINTENANCE OF CAMPUS INFRASTRUCTURE:

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

- a) The institute has dedicated unit for maintenance and repair work under a Chief General Manager (Administration).



The CGM gets the requirements for maintenance and upkeep of various facilities and equipments through the in-charges on a time bound basis which is then sanctioned for implementation as per the need.

- b) Civil maintenance work at the campus is regularly reported and executed by the Site Engineers, Maintenance Supervisor, and maintenance personnel. They also take care of maintenance and repair of buildings including classrooms, roads, water lines, sports area (outdoor & indoor) and other support services.
- c) The Institute has sufficient housekeeping staff and Peons for the cleaning of the Hostel & Mess, Campus (Classrooms, Administrative Areas, faculty cabins, Director office, Library, Computer Labs, toilets, etc.).
- d) The institute has 03 electric generators (250 KV, 125 KV & 30 KV) so the electricians are on duty in the campus 24*7 for ensuring uninterrupted electric supply.
- e) The electrical maintenance is done through the electrical supervisor and electricians. The electrical maintenance staffs regularly check into the maintenance of electrical equipments like fans, lights, switches, plug points, wiring etc.
- f) IT Hardware & Software Maintenance is done by a committee headed by HoD Computer Science, two faculty members, System Administrator, Network Engineer, Lab-In-charges and other Maintenance staff, and is responsible for the overall maintenance and smooth functioning of all institutional IT related equipments and processes. It addresses the complaints, and is also responsible for monitoring the availability of all lab equipments. Experts are called when needed for software up-gradation and training at the Computer Centre. The Committee also ensures annual audit of all equipments.
- g) Security Officer is in-charge of Security Setup and Transport Facilities, supported by Security Supervisors, Security Guards and Bus Drivers. 24 Hrs. security is ensured at campus in two working shifts of 12 hrs. each.
- h) Purchase:- A purchase department functions at institution level to take care of the regular purchase needs of general items. Indents are raised by the concerned department and after being sanctioned it goes to the purchase department, for necessary action. Sufficient budget is allocated for maintenance of infrastructure, facilities and equipments. Records of all stocks are also maintained.
- i) Fire equipments are regularly serviced by external agencies.
- j) The Institute has signed AMC with various private parties for the maintenance of following items
- Uninterrupted power supply(UPS) in campus
 - Server Maintenance
 - Network & Switches
 - Photocopy & Printer Machines
 - Aqua guard & Water Coolers
 - EPABX
 - Air conditioners
 - CCTV
 - Fire fighting Equipment