

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms

The institute adopts standard established systems and procedures for maintaining the physical, academic and support facilities, which are mentioned in the “Quality Assurance and Standard Operating Procedure Manual” of the institute. The extracts from the booklet are mentioned below for reference. Procedure for maintaining equipment and furniture Procedure for maintaining and utilizing physical, academic and support facilities – Laboratory, Library, Sports complex, Computers, Classrooms etc. • A History card is maintained for all the equipments. • Annual maintenance contract (AMC) is given for maintenance of computers, Printers, Photocopy Machine, Cameras, Water coolers/filters, gardening, cleaning etc. • A vendor is fixed for maintenance of books in library. • Vendor is fixed for repairing of sports material. • The Lab Incharge or the concerned teacher/staff maintain the record of equipment, any other material and furniture. • In case of any breakdown/repair the Lab Incharge or Concerned teacher/Staff Contact the vendor from whom the equipment is purchased and get the equipment checked for the fault. • After inspection the LabIncharge then take the inspector report from the maintenance person and as per the report forward submission to Principal for approval. • In case the repair is related to workshop then it is done through workshop department. • In case of major repair and maintenance approval for the expenses is taken from the society. • Maintenance and repair of Library and sports related material is done through regular approved vendor. There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities. The working policies of these committees are explained below in the form of flowcharts indicating the communication and work flow for smooth working of these facilities. The individual blocks in the flowchart lists the responsibilities of the respective committee/incharge and the arrow lines indicate the work flow. Laboratory Maintenance: In case maintenance of equipment arises, the concerned laboratory incharge issues a maintenance request to the “Purchase Committee” through the section/Department head. Based on the request, the equipment maintenance work is assigned to third party equipment experts. These experts carry out the repair/maintenance of the equipment and all such records are maintained in the history card of the equipment. Following flowchart indicate the standard procedure adopted for maintenance of laboratory equipments. Library

Maintenance: The library is continuously updated in terms of latest books, journals and econtents by the “Library Committee”. Following flowchart indicate the standard procedure adopted for the maintenance of library facilities

Maintenance of Sports Facilities: A physical director is appointed for the utilization and maintenance of the institutes sports facilities. Following flowchart indicate the standard procedure adopted for the utilization and maintenance of the institutes sports facilities.