

Procedure and policies for maintaining and utilizing physical, academic and support facilities Maintenance of Campus Facilities

1 Optimal allocation and utilization of the available financial resources for maintenance :

- Available funds are optimally spent on different items by the Principal in consultation with the Institute Management, the IQAC and the Purchase Committee.
- Major Developmental projects are taken up only after discussing the matter in the general meetings of the Heads of the Departments and the Management Council in the presence of the President.
- A committee system is followed in the execution of projects with a view to ensuring transparency.
- Statutory and Management Audit are compulsory for all types of fund utilization.

2 Maintenance and upkeep of the infrastructure, facilities and equipment of the Institute:

Every year the Principal invites proposals regarding departmental requirements for maintenance. The purchase committee meets to evaluate the requirements and decides the priorities. Accordingly, the budget is allotted. During the last few years, priority was laid on the maintenance of building, library, computer and ICT equipments, laboratories.

The following points are also noteworthy:-

- Annual Maintenance Contracts have been made with the respective companies for the costly equipments in the science departments.
- Computers and Networks are maintained by the System Administrator and through the AMC.
- The Management through its Estate manager under the supervision of Registrar and Principal undertakes the maintenance and upkeep of the infrastructure and other facilities.
- Heads of the Departments are authorized to make arrangements for minor repairs of systems, equipments in their departments on priority basis.
- The institution has appointed skilled personnel to look after day to day repair and maintenance activities such as electricians, maintenance of equipments and infrastructural facility in the form of some of class four employees.
- In addition to this the repair and maintenance of major equipments and electronic devices is made through the locally available skilled person in repair and maintenance.

- Carpenters, Painting workers, gardeners, etc are hired on a daily wage basis for the proper maintenances of facilities.

3 Upkeep and maintenance of sensitive equipment:

- * Sensitive equipment are well protected with power backup facilities, stabilizers, uninterrupted supply of water etc.
- * The Institute has the installation of the Generator for the uninterrupted power supply.
- * The solar unit is established in the campus on the roof of the building and it is regularly maintained.
- * The RO Water purifier plant established in the campus is also regularly maintained through the experts from the company
- * One Dug well and two bore wells and sufficient storage tanks ensure the availability of water in all the floors of buildings.
- * The institute makes use of rainwater harvesting facility to overcome the scarcity of water during summer season.
- ❖ The Institute is on its way to a change over to Solar Energy for power supply and the work at the Administrative unit and the Library in this regard is almost over.