



Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities

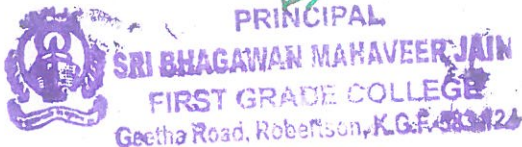
The Institution has a standard protocol policy involving procedures and processes for maintenance of the assets like computer systems, technical devices, Internet and networking, classrooms, CCTV surveillance system, electronic equipments, furniture, conference halls, sports equipments, generator, building etc. which comprises the total infrastructure of the campus. There is a provision of allocating budget for the maintenance of physical, academic and support facilities. Budget is allocated for various purposes such as Internet fees, laboratory expenses, educational tours, organizing various college related programs and seminars, electrical charges, repairs and maintenance of garden, buildings, electricity, water supplying system, furniture, sanitation etc.

Laboratories are maintained by the departments. Each lab has a manual and stock register. The stock register has a record of all equipments/instruments, glassware's, software, systems and servers with their configuration and date/year of purchase. The lab sessions are held according to a time-table which is synchronized with the Master-timetable to enable optimal use of the laboratories. Perishable substances are purchased as and when required during the experiment. Glassware breakage is recorded and the personnel responsible for the same are either asked to replace or pay for the same.

At the end of the academic Year after the stock verification HODs make a list of requirements- of new equipment to be purchased and damaged equipment to be repaired and forward it through the principal to the Management. Any repair work/ renovations to be done are also intimated so that the labs can be got ready for the new academic year in time. It is sufficiently equipped to carry out the basic research.

Auditoriums, conference hall, are made available for activities to all the departments and clubs through entries in a monthly planner available in academic resource group.

The Institution has hired an agency for housekeeping maintenance. The other infrastructural maintenance services are rendered by the respective vendors with whom the institution has entered into AMC. The AMC purview includes Pest Control Service Contract, Fire Systems Maintenance, UPS, Water Tank Cleaning, Generator, College Website, Blog, Printer, Biometric etc.





Adequate in-house staffs are employed to meticulously maintain hygiene and cleanliness of the infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories and all class rooms are cleaned and maintained regularly by Ground staff assigned for each floor. Wash rooms and rest rooms are well maintained and kept clean. Dustbins are placed in every floor and class rooms. For any repair and maintenance of civil work, the contractor referred by the Trust is engaged.

24X7 security staff (7nos) is deployed in two shifts to ensure total safety of the campus and to stop misusing of the assets.

The institution has dedicated staff that overlooks the maintenance & upkeep of equipment & computing facilities of the institution. The electrical equipments are maintained in terms of minor repairs, replacements, installations, and all other related work by the electricians. Routine computer maintenance, software installations, networking are handled by system admin. Anti-virus software is purchased and is renewed annually for the smooth working of all the computers in the institute.

Library updates its books repository on a yearly basis as per the changes in the curricula. Inputs from the student and faculty members are collected in the prescribed format for books to be procured. Library committee discusses and approves the procurement of these. Library is holding the physical collection of more than 14,620 books (as on 07.12.2019); it subscribes 30 current print journals, 32 magazines of national repute, more than 270 CDs, Bounded back volumes of journals, Competitive books. Books are arranged according Dewey decimal classification system. Additional Books are provided for merit and sc/st students. Library is kept open from 8.30 am to 4.00 p.m. during working days whereas during examination period, library time is extended up to 5.30 p.m.

Exclusive sports place with indoor games and gymnasium centre; outdoor games are conducted in the BEML sports complex, ground of the JGI School, Municipal ground and 6000sq.ft. Land is taken on agreement in the next lane for lawn Tennis and Cricket.

The Physical Director, Assistant and Coach identify students with potential and train them in Athletics and Sports from 6.00 am till 8.30 am everyday except Sundays. After Class hours, students stay back and train till 5 p.m. The list of sports equipment required is sent to the Management at the end/beginning of the academic year through the Principal and the order is placed with Suppliers recommended by the Physical Director.

