

Infrastructure Maintenance Policy

The class rooms, laboratories, library and corporate training centre are the venues of academic activities in our institute. The following steps delineate the process of maintenance and repair of these infrastructure facilities.

- The administrative officer of the institute is responsible for the maintenance and repair of all infrastructure facilities.
- Cleanliness of campus and building is maintained by a team of permanent housekeeping staffs in addition to an outsourced team who does a clean-up on special occasions.
- Classrooms are cleaned every day. Maintenance of system and accessories is monitored by the administrative staff.
- The corporate training centre of the Institute is maintained by faculty in charge and a technical staff of the college.
- Technical staff maintains the log book for usage of equipment of the lab and also maintains a dead stock register.
- Preventive maintenance schedules are prepared under the guidance of Director of the Institute and Administrative Officer.
- A programmer/technical staff and a faculty in charge of each computer laboratory are responsible for maintenance of systems and lab.
- The Library Advisory Committee takes care of purchase of new books, editions, journals as per the requirement of students and staff and update library services to incorporate latest technologies. The Committee is responsible for the effective functioning of the library. It does periodical review of the needs and forwards suggestions to the management. The librarian is in-charge of care and handling of library activities and maintenance. The automation of library processes enables in the smooth conduct of day to day transactions.
- A System Administrator is in charge of the management and distribution of internet facility, administration of all computers inside the college, maintenance of wired and wireless infrastructure, college website etc.
- The Administrative office and supporting staffs are responsible for the maintenance of power supply in the campus.
- Regularly cleaned and maintained water tanks and drinking water facilities as per fixed schedule.
- Sanitary maintenance is executed by internal and external sanitation companies on contract.
- A repair register kept in the office records maintenance requirements of various infrastructural facilities and equipment. All maintenance issues are addressed on the same day and unresolved issues are referred to the Administrative Office.
- The college adheres to the statutory fire safety regulations. Fire safety drill and audit is carried out. Fire safety equipment are inspected and maintained by the AMC partners
- Generator, air conditioners, CCTV, UPS and other electronic devices are maintained through AMC partners.
- Computer Lab, Communication Lab, high value printers and sophisticated lab instruments are under annual maintenance contract
- ICT infrastructure is maintained by qualified and trained in-house system administrators with the support of AMC service partners.
- All types of waste are segregated and recycled according to the institutional policy.