

**Procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classroom etc.**

The procedures and policies for maintaining and utilizing physical, academic and support facilities are well placed in the institution. The details are furnished below:

Understanding that maintenance is a common issue in all institutions, a well-framed policy and procedure have established for maintenance, repairs, upgradation of physical and academic support facilities.

**Maintenance Policy and Procedures:** - The institution has maintained a complaint register where problems are recorded. The Maintenance Committee keeps a check on the register regularly and arranges for the visit of a technician whenever a need arises. The technician handles the problem and issues job completion report. Bills and payment is forwarded to the Accounts and Finance Department for further payments. The Maintenance Committee on a regular basis furnishes the maintenance reports. The committee has been maintaining annual maintenance contracts for items like computers, photocopy machines, air conditioners, elevators, printers etc.

**Utilization of Common Facilities such as Auditorium, Seminar Halls and Supports equipment:-** The institution maintains a requisition form / book which is made available to teachers for booking the use of infrastructure and facilities like seminar hall, auditorium, etc. After the conduct of the event, a feedback form is submitted by the event organizer for conducting a check on amenities utilized during the event. However, when special requirement is anticipated, such as use of auditorium by outside agencies, procedures for permission, sanction, charges to be levied and norms for usage are laid down in advance.

**Use of Books Issued by Library:** - General rules and circulation counter rules, rules on use of e- resources and other facilities like Kindle are made clear to students by making it noticeable on website and notice boards.

**Maintenance of Classrooms and Laboratories:** The Maintenance Committee on fortnightly basis supervises classrooms, any damage observed which requires a repair or change of equipment, which is reported in the complaint register. Course of action is taken within a span of a week. At the end, the committee forwards the repair bills to the Accounts and Finance department.

**Following these procedures helps the institute avoid red tape obstructions.**