

## **Policies for Maintaining and Utilizing Physical, Academic and Support Facilities**

Institute has mechanism for maintenance and upkeep of infrastructure, facilities and equipment is as follows-

- Stock verification is done to identify the non-working equipment and suggestions for necessary replacements are presented.
- Regular cleaning and up keeping of the equipment is monitored by the faculty member in-charge of the laboratories.
- The annual budget and allocation of funds for and regular monitoring of utilization of funds for maintenance ensures the improvement in the infrastructure of the Institute.
- Annual maintenance contract (AMC) is availed for critical and sophisticated equipment and software.
- The sensitive equipment, like computers and science apparatus are maintained by the lab assistants and the electrical equipments, water purifying machine, RO, photocopiers, printers, are timely serviced by the technical experts.
- A team of security guards comprising one Security Officer and 13 Security Guards is there on campus for security and vigilance of the entire premises.
- In addition to these technical people designated as lab assistants are available in all departments to attend regular difficulties of students and staff of the concerned departments.

Institute take up calibration and other precision measures for the equipments/instruments considerably with the following procedure.

- The institute has authorized the HODs to take up the calibration of precision equipments/instruments as per the standards of the instruments.
- The laboratory equipment are maintained and calibrated as per the budget allotted to the concerned department.
- The Institute has Network Administrator and team of Lab Assistants to take care of the maintenance of the computers and networking facilities.

Institute has taken major steps for upkeep and maintenance of sensitive equipment, voltage fluctuations and constant water supply is as follows-

- There are Generators backup (100 kVA, 125 kVA and 250 kVA) with sensor system to ensure uninterrupted power supply.
- All computer labs is provided with Uninterrupted Power Supply (UPS) to ensure no data lost and any sort of damage.
- To take care of voltage fluctuation for overall building 415kVA stabilizer is provided.
- RO Plant Systems are installed in the campus and there is a continuous drinking water supply.
- The Institute has an in-house electrician and other supporting staff to take care of the electrical equipment and for other regular maintenance.
- All buildings provided with Fire-fighting equipment and First aid boxes.
- Institute has separate server room for maintaining and controlling of services throughout the building.