4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

<u>Policy details of system and procedure for maintain and utilizing physical academic and support facilities</u>

- ➤ **Infrastructure facilities:** infrastructural facilities are maintained centrally construction department which has a team engineers, supervisors, plumbers, electrician, gardener and carpenter.

- ➤ **Optimum utilization of infrastructural facilities:** Optimum utilization of classrooms, computer lab and seminar hall are ensured by allocating time table for each department before commencement of semester. Entry is to be made in register for utilizing resources to conduct extra lectures and practical on holidays.

- ➤ **Computers, IT Equipments and software:** Repairing and maintenance of equipments and software are conducted before commencement of semester examination by lab assistants under supervision of IT in-charge and HOD's of respective departments.

- ➤ **Annual Maintenance contracts (AMC):** Repairing and maintenance of following facilities are ensured through annual maintenance contracts (AMC) with respective suppliers.
    1. Generator
    2. Air conditioners
    3. UPS and batteries
    4. Drinking water cooler

- ➤ **Health and hygiene:** Housekeeping staffs is appointed to maintain cleanliness and hygienic conditions including of class rooms, seminar hall, computer lab faculty rooms, office, library, corridors, wash rooms and parking spaces. Water tank cleaning services are hired by the institute. First-aid kit is also available in office of the institute.

- ➤ **Library:** institute ensures effective utilization and maintenance of library through institute level library committee. It keeps tracks on new book requirements, renewal and subscription of journals and book circulation. Annually book binding of old books through agency centrally finalized by the trust. IT facilities of library are maintained by lab assistants.

- ➤ **Sports equipments and facilities:** Institute's physical director is responsible to take care of sports equipments, facilities and regular sports activities. Maintenance of playground is ensured under construction department of trust.

- ➤ **Campus security:** CCTV cameras are installed in the campus to prohibit malpractices and security guards are also appointed on campus and these services are maintained by the central office.

- ➤ **Internet facility:** Institute provides internet facility through Wi-Fi by using access point. Internet connections are provided to students after registration of mobile and laptop MAC address.

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