

## Policy and procedures to maintain and utilize physical, academic and support facilities

**Objective:** To utilize academic and physical facilities effectively and maintain them properly.

### ➤ Maintenance of Physical facilities:

- A well-organized team is in place at Estate office to maintain all physical facilities. The Estate department having the expertise in all the trades shall carryout periodic and preventive maintenance of the respective infrastructural facilities across the campus. During the summer and semester break, all the major maintenance works that are notified by the respective departments will be taken up and executed by the estate department to ensure seamless academic operations.
- All the department HoDs in line with the projected/anticipated maintenance works budget allocation is being done in their annual operating plan. The Estate office maintains an e-portal to report all the maintenance works indented by the departments as per the SOP.
- The maintenance of all the general amenities like drinking water, uninterrupted power supply, Roads & Street lights, Washrooms, Food courts & Canteen is undertaken by the Estate office from time to time.
- The campus has power backup supported by 1MW solar power plant and 1000KVA DG sets with a changeover less than a minute. All the crucial equipment across the campus after completing the warranty period as an initiative of the preventive maintenance are put under annual maintenance contract (AMC). Further, calibration of the equipment used for the consultancy works in the respective departments is done periodically to ensure the compliance with certification.
- To ensure the protection for all the computing systems across the campus, all the laboratories are supported with uninterrupted power supplies with the capacity of 250KW spread out across all the laboratories.
- Maintenance of the housekeeping and horticulture across the campus is taken up through an outsourcing agency.
- The day to day library operations are automated using Library Management System (Libsys). Yearly maintenance of the books is ensured by proper pest control operations done periodically. Library has a policy to issue and returns of the books for students and faculty.
- The sports complex, Gym, and all other play grounds are seasonally maintained facilitating uninterrupted facilities for the conduct of sports and games.

- IT- Help Desk & Support team takes care of service and maintenance of all the computers, LAN/Wi-Fi connectivity, Wi-Fi modules, Servers etc. on the campus. The firmware upgradation for network equipment like access points, switches are done on need basis.

➤ **Utilization of Physical facilities:**

- All the academic facilities across the departments are made available for the effective utilization of students and staff. The campus being residential, laboratory and theory class schedules are done in an optimistic way to ensure the resources are used effectively 24x7. The different laboratory courses are provided to the students in a staggered manner for maximum utilization of the laboratory hours.
- In all the laboratories to ensure safe utilization of the equipment, signages are placed prominently. For the utilization of the laboratories beyond working hours an SOP is available to ensure safety and security for both students and faculty.
- The common computing facilities in the departments are provided with a schedule for occupancy ensuring effective utilization of the students from all the years. For usage and blocking the time slots of general amenities such as seminar halls, gallery halls, conference halls, meeting rooms, auditorium etc. an SOP is available for better utilization.
- Library operations are extended beyond the working hours i.e, from 7AM to 9AM and 5PM to 11PM for effective utilization and facilitating the students operating as day scholars. A separate logbook is maintained in each laboratory for ensuring the above systems.
- On holidays, the computer laboratory support is provided for the community training purpose as a part of the outreach program.
- For effective utilization of the Gym and sports facilities, different time slots are allocated for both boys and girls starting from 5AM to 8AM and 3PM to 8PM.