



***Policy details of systems and procedures for maintaining and utilizing physical
Academic and Support facilities***

1. Supervisors & external agency is hired to look after the house keeping of the complete institute.
2. The computer hardware, software and its networking are taken care by Lab Assistant of Computer Science & Engineering, Electronics and Telecommunication Department.
3. Regular maintenance of equipment in all laboratories is carried out by the technical staff at the departmental level while in some cases it is referred to the sales & service department of the equipment manufacturer or a service provider. Concerned laboratory in-charge refers the case to HOD. Then HOD refers to the service provider.
4. Institute has employed technicians for up keeping and maintenance of electrical equipments, drinking water facilities and drainage facilities.
5. Security staff is employed on contract basis to safe guard the whole premises.
6. Annual stock verification is done in all departments and reports of Damaged/Non functional equipments are forwarded. Necessary repair is undertaken accordingly.
7. Annual maintenance and repairing of infrastructure is carried out under Civil Infrastructure committee.
8. AMC (Annual Maintenance Contract) of college automation to keep students perform academic and other records.
9. Software up gradation of each Departmental Labs is done under AMC.