

MAINTENANCE POLICY

Maintenance of Physical Facilities

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The physical facilities are maintained by the Campus maintenance section, which comprises competent civil engineer and electrical engineers. The services of plumbers, electricians, and computer analysts are available round the clock in the campus. Electrical engineer is responsible for the uninterrupted power supply and maintenance of equipment like generator sets, general lighting, power distribution system, solar panels etc. Maintenance of water plumbing plants, sewage and drainage is undertaken by support staff.

The Administrative Officer with a team of members monitor the maintenance Facilities, staff lounge, student's amenity areas, cafeteria and hostel buildings. Housekeeping services are maintained by in-house housekeeping team and are made available during day time in all days.

Maintenance of Classrooms, Furniture and Laboratories

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The laboratory assistants take care of their respective laboratories. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs are registered in a ledger maintained in the office and are attended priority basis.

Maintenance and Utilization of Library and Library Resources

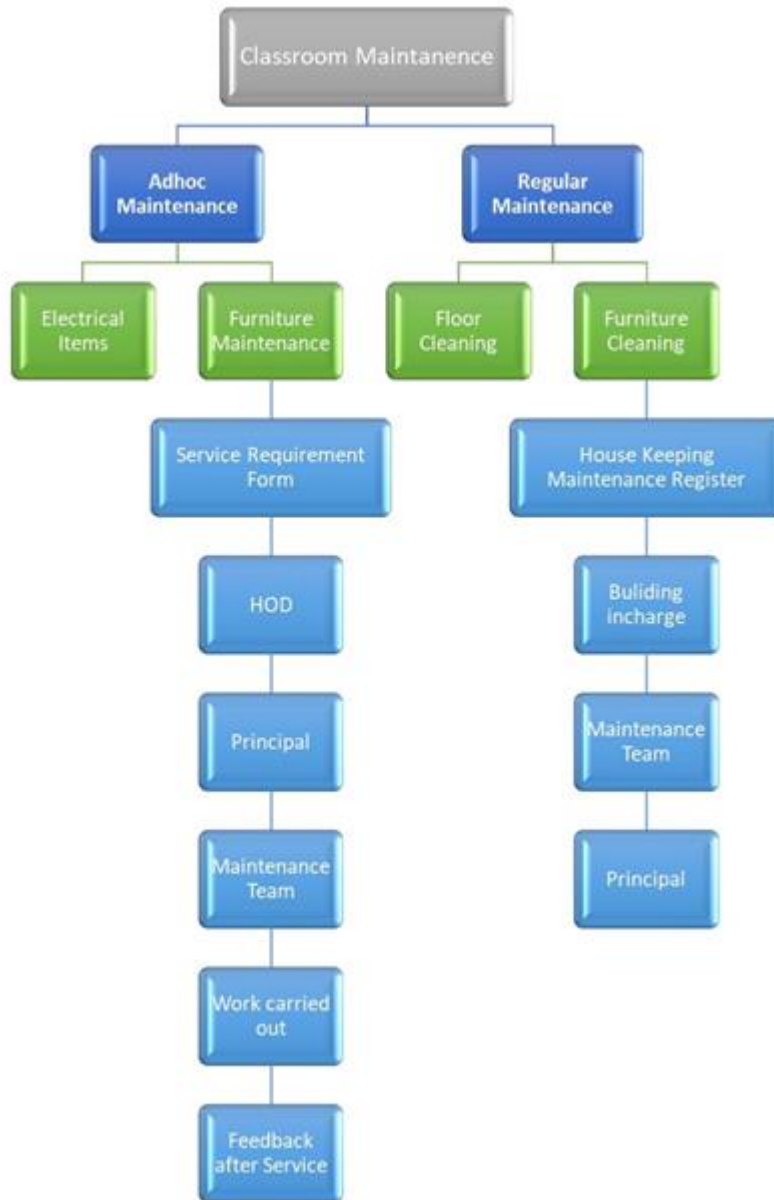
The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps need to be taken:

- Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. A too-full shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat.
- Dust should not be allowed to deposit on the documents because the collection of dust cause staining of documents and promote chemical and biological

problems. Cleaning and using vacuum should be done regularly and carefully.

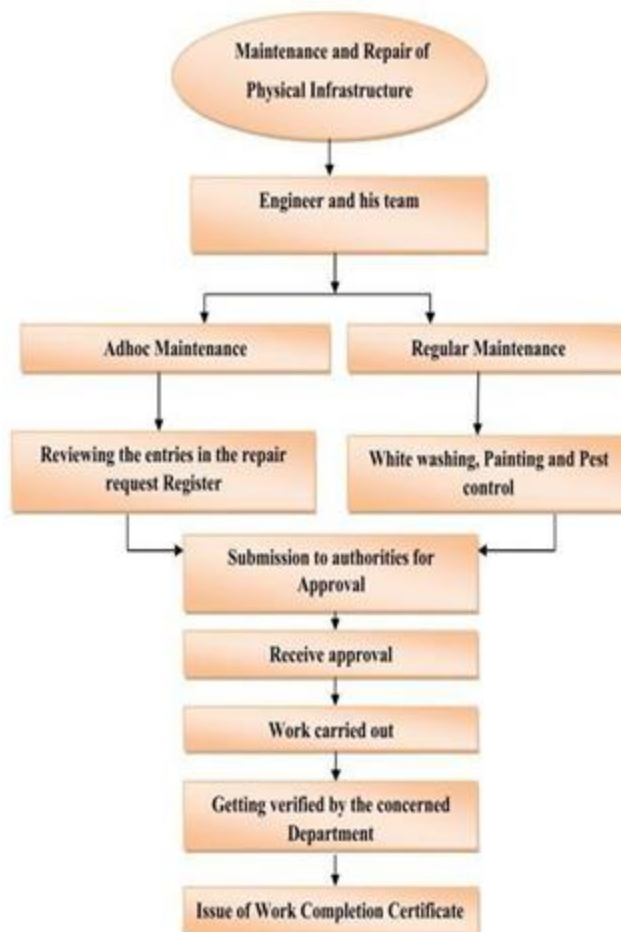
- Magnetic discs or documents containing disc(s) should not be kept open or near
- magnetic or electric equipment, i.e., tape recorders, air- conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity-controlled room.

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Maintenance and Utilization of Seminar Halls and Auditorium

- Seminar halls and auditorium are under the purview of the civil engineer and electrical engineer and the cleanliness is taken care of by the housekeeping team. Effective utilization of seminar halls and auditorium for organizing academic meetings, seminars, conferences and cultural events is made.



Maintenance of Electronics and Instruments

Electronic instruments are maintained by the team of trained technician's Including system admin. It provides essential support of servicing and maintaining Instruments and electronic items utilized in the various laboratories.

Maintenance of Lab Equipment

The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipment's under their purview. Stock registers, asset registers, log books, tools and plant registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal.