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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

The maintenance and utilization of physical, academic and support facilities and governed by standard procedures and mentioned below, concerning laboratories, library, sports centre, computer systems, and classrooms. All the laboratories are maintained in proper working conditions in terms of the premises as well as all prices of equipment, i.e., consumables and no consumables, as over seen by the concerned lab in charges. Separate registers are maintained for loading complaints, stock keeping works executed, etc. the procurement of new equipment is as per the standard procedures wherein, the lab incharge applies to the principal through the head of the department. Upon obtaining approval from the secretary, quotations/tenders are invited based on the tentative cost of the equipment. The central library is headed by the librarian who oversees the maintenance and utilization of the premises and all the books, data, etc. the library staff maintains books in the lending as well as reference sections, stacked on catalogued racks segregated branch wise. The issue and returned off the borrowed books and maintained by the library software. Procurement of new titles, volumes etc. is carried out once every academic year, based on the inputs received by students, faculty members and the library committee. Remote access to all online content are made available to all the faculty members. The students can access the same using dedicated systems available within the library premises. The subscription and renewal of the online journals are undertaken and over seen by the librarian and the library committee for each academic year.


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The sports centre is headed by the physical director who oversees the maintenance and utilization of the sports premises as well as all sporting items or equipment, grounds, etc. list of sporting items, equipment, etc, are maintained in stock registers. The issue and return of sporting items are overseen by the physical director and his/her support staff. All the classrooms, seminar halls, auditoriums etc. are ICT enabled and maintained under the supervision of the administrative officer. All workers related to periodic inspection, maintenance and repairs are carried out by the administrative officer and his team of techniques and house keeping staff. Proper utilization of teaching premises is ensured by all the faculty members as per the standard norms. A dedicated team comprising a system administrator and technicians takes care of periodic maintenance and up keep of all computer systems in the institute. Proper utilization of system is overseen by the lab in charges and concerned faculty. The maintenance and up keep of all classrooms, seminar halls, etc. come under the preview of the administrative officer and his/her team of techniques and housekeeping staff.

