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 Institute has evolved well established standard systems and procedures for maintaining the physical, academic and support facilities such as maintenance of buildings, laboratories, classrooms, library, sports complex, computers, etc. The budget allotment is made by the Principal and Management based on the requirements. The Infrastructure of the college is efficiently maintained by the Internal Service Team.

Class Rooms:

The students are instructed to maintain the class room neatly. The electrical fittings and the furniture in the classrooms are always kept under working conditions and repair works are attended by the technical staff immediately. Daily Cleaning of classrooms are done by housekeeping department.

ITES REGULAR MAINTENANCE PROCESS

State-of-art infrastructure is made available in the laboratories for the smooth conduct of lab courses. All necessary hardware and software are maintained in the labs according to the requirements mentioned by the affiliating university.

All the laboratories, computers, printers, projectors, UPS and its accessories are maintained fully functional by a dedicated in-house service team available in the Institution. In-house electrical technical staffs are available to manage and maintain the requirements at all labs.

Regular Maintenance:

All computers in the campus are audited two times in an academic year during the month of April and November. The working status of the computers are verified by the respective lab in-charges and a report is sent to the ITES department. Technical team from ITES will inspect the non-working computers, projectors, printers, etc. and will identify the spares and consumables required for each faulty system.

Lab in-charges will prepare the lab-wise requirements list for consumables, spares and services according to the identified inspection report and submit to the Principal for approval.

Consolidated list of requirements for consumables, spares and services will be prepared by ITES in-charge and will be submitted to the management through Principal for approval. After getting approval from management, price quotes will be collected from 3-5 vendors and the comparison statement will be submitted to Principal and Management for approval and purchase. Purchase coordinator will deal with the vendor who has been recommended by management and pursue with the purchase, payment, delivery and installation.

Consumable and spares will be replaced in the faulty computers to make the labs fully ready before the commencement of each semester.

Software Installation:

Lab course in-charges of each lab course will identify the software requirements of each lab for the conduct of lab courses 2 weeks in advance to the commencement of the semester. The requirements are submitted to ITES in-charge through HODs. In-house technical team will install the necessary software in the systems and will ensure the readiness of labs before the commencement of the semester.

According to the change in the software market, OS upgradation and antivirus procurement and upgradation are done by ITES team. Regular maintenance will be done by the vendor during the warranty period and the in-house technical team will do the maintenance and servicing after the warranty period.

Laboratories:

The proper function of equipment in all laboratories is ensured in every semester by the lab technicians and minor repairs such as installing replacement parts are carried out by them as and when they are needed. Then it is recoded in service register. When there is a major repair work, the head of the departments handles the service and maintenance request appropriately by placing an order to the corresponding service company. Stock register is maintained in all laboratories and audits are conducted by stock verification committee to check the availability and working of the equipment in every year.

➢ All the PCs and related equipment like printers, scanners, etc. are backed by UPS
➢ Installation of anti-virus program on the computers
➢ Back up of computers & Hard disk clean-up on a regular basis
➢ All computers are checked for respective software at start of every semester

- Turn off all computers by selecting the shutdown option on the desktop
- Frequent maintenance of computers, AC, Printer and other equipment for every 6 months or as and when required.
- Software license renewal is done as per the license period.
- First aid kits are kept in all laboratories and department to meet out any eventuality.
- Fire extinguishers are provided in eye catching spots in the college buildings especially in all laboratories. Fire extinguishers are well maintained and checked periodically.
- Calibration of equipment are done and a report is maintained
- Lab technician checks the working condition of the equipment/systems on daily basis.
- Floor cleaning of labs are done on daily basis by housekeeping department of the college.

Sports Facilities:

College has both indoor and outdoor sports facilities. Students are allowed to utilize the sports facilities after the college hours. All these facilities are maintained by exclusive staff of the sports department. The Sports department maintains a stock issuing register to issue the required sports equipment's to students against their college ID card. Students are selected for participation in various games through a rigorous screening process. A large number of intra-college competitions are regularly held, and an Annual Inter College athletic meet is held every year.

Library:

The computer used for various functions of the library and other related electronic gadgets are maintained regularly by the internal service team. They also ensure trouble free performance of the Autolib software which in turn help them to perform various other functions of the library. Annual Stock Verification will be ordered by the Principal in the last week of April every year.

Electrical Maintenance:

Electrician is Responsible for Electricity/Electrical regular Maintenance. Once in a month all AC need to check whether it is in condition or not by intimating respective staff that without any disturbance for Students. Cleaning of Panel board and greasing of nuts and bolts of it once in a month need to do in entire campus.