Maintenance and Procedure and policies

4.4.2-There are established systems and procedures for maintaining and utilizing physical, academic and support facilities-laboratory, library, sport complex, computers, classrooms etc. We take care that Maintenance like repair of furniture, electrical work and equipment is get to be done from respective agencies at proper rate. Maintenance and utilization of Laboratories: • Equipments of science laboratories are cleaned twice in year. Mechanical parts are oiled to make them operate smoothly. • Minute repairing work is done by teachers and lab assistance of the related laboratories. For major repairing work related company technicians are called upon. • We purchase necessary equipments as per the need. • Power battery backup is provided to the computer labs so that they can be used optimally. • Up-gradation of electric wiring through panel boards with suitable cables substantially contributed to the smooth and safe supply of power. • Constant supply of water is made available with the help of electrical motors. Maintenance and utilization of Library: • The advisory committee makes suggestions regarding the extension of infrastructure of the library. It also takes decision about the Library fees, book collection late fees, deposits, selling of old news papers, disposal of unwanted books etc. • Fire safety unit is installed as the precautionary major. Librarians seek recommendations from the Departments to purchase necessary books. Institute provides free internet facility to students and staff. • 100 mbps OFC Broadband internet connection is provided. • Maintenance and utilization of Sport Complex: • We have multi Gymnasium Hall and play ground which are maintained well and used optimally. • Gymnasium Hall is utilized for playing indoor games such as table tennis, boxing, chess and carom etc. • We have one kho-kho grounds, one Jumping pits and one kabaddi and Volleyball grounds so that boys and girls can be played. • Play ground is maintained properly. Grown grass is rooted up at the end of rainy season; soft soil is spread on it to maintain the level and smoothness. The soil is pressed and set properly with road roller. Small stones and pebbles are picked up. Maintenance and utilization of computers: • Maintenance of computer systems are done regularly as per requirement and major work is done during vacation. • Hardware and Network Invited Administrator is appointed for maintenance of computers. He look for the maintenance job such as updating of operating system, Antivirus, Software, hardware and technical problems etc. In case of physical damage we call expert from related agencies. • Power backup is provided to the computer systems to use them optimally • Internet is provided to computer systems. • LAN and internet connectivity always tested. Maintenance and utilization of Classrooms: Broken desks are repaired or damaged desks are replaced by new ones. Electric fans are provided in the classrooms for ventilation of air. • Classrooms are allotted to peons to be cleaned. Each peon cleaned his or her related classroom once in a week. • Coloring is done as and when is required.