

## **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

### **Overall Infrastructure Management:**

The Institution has an Administrative Officer who oversees the maintenance of the buildings, class rooms and laboratories. A Team lead by the Maintenance Engineer (Civil) supports the Administrative Officer in the overall maintenance of the campus. Painting of the walls is done once in three years and also on requirement basis. The Maintenance Engineer (Civil) goes around the campus regularly, identify and sort out problems with the help of concerned people then and there for minor issues.

Repair and Maintenance activities are carried out regularly. Stock verification of assets is done annually and worn out equipment's/components/machines are repaired/replaced.

Wherever necessary the college has entered into AMC with various companies for maintaining the equipment and infrastructural facilities. The respective departments are made responsible for maintenance of equipment's and renewal of AMC. The equipment's which are not under AMC are serviced based on the request submitted by the concerned HOD, with the help of the company which has supplied the item or with the help of competent technicians/engineers.

### **Electrical Maintenance:**

A separate Electrical Maintenance team headed by an electrical supervisor exists in the campus.

Electrical maintenance covers all aspects of testing, monitoring, fixing and replacement of electrical component/system. The maintenance is carried out by an accredited electrical engineer who has knowledge about the National electric Code and native regulations.

### **Laboratory Maintenance:**

The laboratories are under the control of the respective HoDs. Each lab has a lab incharge and a labtechnician. Stock registers and maintenance registers are maintained in laboratories and are audited annually.

Faults identified by the lab incharge / lab technicians are rectified by trained technicians after obtainingapproval from the HoD / Principal.

#### **Smart Board and System Maintenance :**

All class rooms are equipped with smart boards and a team of technicians ensure that the boards are workingflawlessly. A Professor in charge for smart board, with the competent technical team, is responsible forservicing the smart boards annually.

#### **IT Infrastructure Maintenance :**

System Maintenance team comprising of overall Campus System Manager, System Administrator and astrong technical team maintain the systems in the campus. The periodical maintenance work is being followedas per the schedule below. In addition to this, back up of data and Hard disk clean up and defragmentationutilities are done regularly. Scrap systems are disposed off through buyback systems.

#### **Library Maintenance :**

The college Library is headed by the Librarian Dr.FazlurRehman. The library resources are maintained bythe library team.

- Library follows the Government norms for weeding out the worn-out books
- Stock verification of the library books is done annually.

#### **Sports complex:**

The Physical Director is incharge of the sports complex and gymnasiums inside the campus. The playgroundcourts are kept tidy and maintained in a Fitfor use condition always. Worn-out sports items are replacedannually. The overall maintenance of the Gym equipment's and sports items is the responsibility of the sports department.