

Procedures and policies:

Our institution has well established maintenance systems for maintaining physical, academic and support facilities.

Physical facilities Maintenance

An exclusive housekeeping department takes care of the complete campus maintenance. The Class Rooms, Tutorial Rooms, Smart Class Rooms, Laboratories, Seminar Halls and Rest Rooms are cleaned on daily basis. This ensures the proper cleanliness of the campus. During the class committee meetings, students' feedbacks are taken on infrastructure maintenance complaints and suitable remedial actions are done. IQAC Infrastructure Coordinator ensures quality of maintenance of physical facilities.

Academic facilities Maintenance

All the equipments, instruments, machineries are properly used and maintained as recommended by the manufacturer to minimize the wear and tear. Our Institution has a list of genuine vendors for maintaining and up keeping the infrastructure. The stock verification is being carried out every semester and maintenance requisitions are invited from lab in-charges through proper channel.

(a) Support facilities Maintenance

The Estate Office appoints external agencies for the maintenance of lifts, fire extinguishers, fire systems and generator. To maintain the internet connectivity and CCTV security system, system administration team is appointed. 24/7 maintenance system provided for effective maintenance of all works in the campus. Institution has an exclusive maintenance mechanism where students and faculty member can lodge their complaint on electrical and plumbing faults. The maintenance team will rectify the problems immediately on 24/7 basis. There is staff to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure.

Following work is being carried out by Computer and System Maintenance department

ERP Software support and maintenance

Uploading of data on college website

Renewal of software agreement such as Microsoft campus agreement etc.

Online University examination

Installation and upgradation of software

Hardware maintenance of computer

Keeping the records of all computers and peripherals including printers

Lease line and BSNL line for Internet: Maintenance & Service

Maintenance of all UPS

Maintenance and service of CCTV cameras and backup of video recorded.

Campus wide networking