

## QIF

**4.Infrastructure and Learning Resources****4.4 Maintenance of Campus Infrastructure****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.*****Answer:**

The Institute has its set policies for maintenance and utilization of infrastructure and facilities. Staff In charge is responsible for recommending the required maintenance works and servicing of the hardwares to the concerned authority.

**Physical and academic facilities –**

- While the caretaker is responsible for general maintenance of classrooms and the auditorium, ICT facilities are maintained by computer lab in-charge. In case of breakdown of any electronic gadgets, the recommendation is made to the concerned authority for final decision. All the Electrical equipment is switched off after the use and classrooms and labs are locked in the evening. Students are acclimated to take care of the college property. All laboratories are maintained by the laboratory staff. Cleaning/dusting of all equipment are done on daily basis. Laboratory wastes are managed as per government norms. For timely purchase of consumable and non-consumable items for the labs and college, requirements are proposed through the teacher in-charge and the required item is issued by the central store. Safety measures and important instructions pertaining to the use of equipment inside the laboratories are displayed through manual.
- The 24X7 electric supply is ensured through a Genset of 36 KV which is kept on automated mode.
- All the Computers are password protected and can be used purely for academic purposes. Software which is part of the curriculum is allowed to be downloaded along with other supportive software's by the users, after the use the computers are shut down. Desktops, software's, CCTVs, and ACs are maintained based on requirement.
- Building in charge gives the requirement for furniture and other items via administrative chain to the authority which after necessary review gives it to the Purchase committee for purchase, if found necessary.
- The library of the institution is marked as "Silence Zone". Shelves are provided by the institute outside the library for keeping personal belongings and bags of students. Library hours are fixed for staff and students and books are issued on library cards for a designated time period on their allotted days'. Books and journals in the library are properly listed. Policies are made by the institute for payment of fine in case of loss, damage to books, loss of library cards and for late return. Physical verification of library is done at the end of each session by the committee appointed by the Management.
- Fire extinguishers are placed at different locations for emergency use.
- The caretaker of the college is in charge of garden maintenance also. Maintenance includes weeding, watering, manuring, grass cutting, pruning, landscaping and beautification.
- Sports ground is maintained by the appointed grounds-men. Grass cutting, weed removal, and watering of the field are done regularly. The volleyball, badminton and basketball nets are checked regularly for any damage or repair. Sports equipment are purchased and upgraded as per the requirement. Students use the sports ground for training purpose with prior permission and under the guidance of physical instructor/coaches. Students utilise the sports kits and equipment for training and games issued by the Physical Education department. Fitness equipments are also available for use.

**Other Support Facilities: ·**

- The Institute is a “**No-Smoking**” and signs for the same are displayed in the campus. Cleanliness and sanitation of the entire premises is maintained by Institute through a large number of housekeeping staff.
- Dustbins are placed at various places to avoid junk, and the premises are cleaned twice a day to maintain cleanliness. Sanitizers are installed at strategic locations in the premises.
- The cafeteria of the Institute caters hygienic food to the staff and students. The food menu and the rate are decided by the appointed Canteen Committee. Implementation of norms for cleanliness, quality and hygiene of food is monitored by the Canteen Committee time to time by surprise visits.
- The State Bank of India has provided ATM facility in the premises to facilitate all students and employees of the college. Student uses online banking facility for fee payment and other transactions.
- Postal department has provided the facility of small post office at the main gate of the institute which give all kind of postal services.
- The college offers Hostel facility for boys within the premises and Girls Hostel hired by the institute.
- There is covered parking lot for our staff and students. The open parking space with fencing for outsiders is also available at the main gate.
- 24X7 surveillance of the strategic points is done through CCTVs.
- We have our own tubewells for uninterrupted water supply.
- The institute has trained electricians and plumbers to maintain the system.
- The 24X7 security of the campus is maintained by a security agency hired by the institute.
- There are various committees namely Discipline committee and Anti-Ragging committee which are displayed at the entry gate and all around the campus. Also Details of all the members part of Admission Committee, Students’ Grievance Committee, Discipline Committee, Student Advisory Committee, and Anti-ragging Committee are also displayed on the college website. The same information is given in the Prospectus of the institute.
- Code of conduct for staff and students are also displayed on the website and at the entry gate.

File Description	Document
Upload any additional information	<a href="#">View Document</a>