

REPAIR AND MAINTENANCE

PROCEDURES FOR MAINTAINING AND UTILIZING LABORATORY:

- A teaching faculty is assigned duty of lab in-charge who maintains dead stock entries, get those entries verified from head of department.
- Every lab is maintained by a lab assistant and monitored by lab in charge. Lab assistant check equipment in lab at regular time interval and generate reports about condition of the equipment in lab. The same report is submitted to lab in-charge of lab.
- For temporary transfer of any equipment, application need to be provided to the lab in-charge, who record transfer note in transfer register. When equipment is returned, remark will be made by lab in charge and lab assistant.
- If any equipment fails, lab in-charge add requirement in new requirements list, requirement list which is validated by concerned HOD, Store Keeper and system admin in case of computers and peripherals.
- New requirements are collected by HOD from lab in-charges and after approval from the Principal, quotations are called from the vendors and comparative statement is prepared. The vendor who has quoted lowest price along with quality is preferred for procurement of the material.

PROCEDURES FOR MAINTAINING LIBRARY:

- Each department has one faculty working as a library coordinator.
- Library coordinator circulates sheet to all faculty members regarding new book requirements.

This requirement is collected two months before start of new semester.

- For each subject, list of textbooks, reference books, required copies for current strength of students and remark is specified in sheet.
- Departmental coordinator forwards all book requirements to librarian.
- Librarian verifies existing stock of books and new requirement and adjusts required copies accordingly.
- After all requirements are finalized, quotations are invited from publishers.
- Librarian sends purchase order to the vendor after approval from Principal.

PROCEDURE FOR CIVIL INFRASTRUCTURE MAINTAINANCE:

Housekeeping and Gardening

- Cleanliness is unique characteristic of the institute and it is maintained with the help of separately recruited housekeeping staff.
- Each housekeeping staff cleans his assigned area thrice a day.
- Three gardeners are recruited to take care of the garden/lawn in the campus.

Other Maintenance:

- Estate Manager is appointed to take care of routine maintenance of infrastructure and furniture in lab.

- In case of any maintenance related issue Lab Incharge/HOD forward application to estate manager.

After verifying complaint and identifying necessary action for repair/replacement, he gets the task completed.

Classroom furniture

- Each classroom is equipped with projector and one desktop machine to facilitate use of modern teaching aids for faculty members.
- For any additional requirement in furniture (benches, table, chair), feedback is collected once in semester by HOD from students.
- As per feedback, requirements about extra furniture, hardware components are proposed by HOD.