4.4.2 *There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, compuetrs, etc.*

<u>Physical Infrastructure</u>

To maintain the Physical Infrastructure including the main building, Garden, Electrification, Civil work and solar plant a committee is constituted. Daily maintenance of infrastructure is carried out on day to day basis by housekeeping staff. We have been outsourcing Annual Maintenance Contract to maintain the lift to OTIS Company.

For maintenance of Generators, Air Conditioners, and EPABX systems, the institute contacts the service providers. In case of any electrical work, the concerned staff will contact the contractors from the list of Vendors. For the maintenance of Sports and Gym equipment's, the concerned staff coordinates the process to purchase, Maintain and repair the equipment's on the need basis.

Maintenance of Academic Facilities:

 IT equipment's such as computers, Printers, Projectors, Classrooms, Furniture's and other Sports equipment's are maintained in the institute. Library is using Library Management Software i.e. EasyLib for day to day transactions of the Reading materials for which we are paying maintenance charges annually. The stock verification of the equipment's is done once in the year by the concerned Department. Maintenance Policy and Procedures of Physical Infrastructure and Academic Facilities are mentioned in the Institutional Policies and Procedural Manual.