Procedures and policies

The institution has **well established procedures** for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports, computers, classrooms etc.

A separate Maintenance department is available in campus to look after maintenance of various facilities and infrastructure .

The Campus Supervisor looks after -

a) General civil maintenance and upkeep of civil infrastructure.

b) Maintenance of campus lawn and garden

c) General cleanliness of campus through separate House Keeping team.

d)Electrical,carpentery,plumbing works

All maintenance staff is on the payroll of the institute, duly supervised by supervisors and guided and monitored by Campus Director.

Policies of Academic and Support Facilities:

Classroom and Laboratory utilization and maintenence:

1.Each department maintain classroom and laboratory. Laboratories and classrooms are allotted for theory and Practical session as per timetable.

2. The maintenance of computer laboratories are taken care by lab In-charge .The system administrators take care of the repairs and maintenance of all computers and peripherals.

3.As a precautionary measure laboratory- in- charge, along with laboratory assistant, ensures inspection and proper working of all equipment at the beginning of each semester.

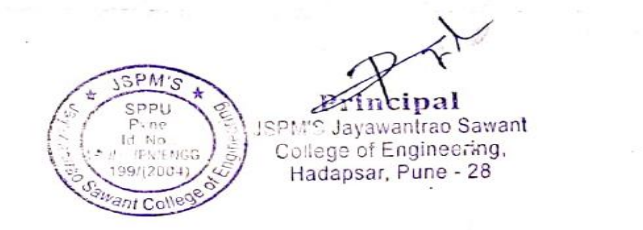
4. Dead Stock register is maintained and updated for each lab

4. Stock verification and inspection has to be carried out by central committee at the end of each Academic Year.

Utilization and Maintenance of Library:

1.Every department prepare required list of books as per curriculum requirement and send it to library for further process.

2. The students are instructed to apply for library card to access the library and allowed to take two books in a week. If book is not returned in time, nominal fine is charged.

3. Each faculty can borrows 10 books for each semester.

4. All activities are monitored by automated library software.