

## 4.4 Maintenance of Campus Infrastructure

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link

Sr. No.	Particular	Details-maintaining and utilizing physical, academic and support facilities
1	Laboratory	The laboratory equipments are serviced and maintained by the equipment suppliers, on annual maintenance contract agencies.
		There are also on call servicemen who attend to the various requirements. Inspections of the instruments/equipments are carried out on a regular basis.
		A faculty in charge of Lab and a laboratory assistant looks after the maintenance of respective laboratory. They are also involved in preparing the budget for the required consumables, new equipment and repairs.
2	Library	All the books are accessioned accordingly by the serial number of accession number and classified subject wise and shelved in the rack according to call numbers regularly.
		Faculty members of departments can borrow books from Central Library or Dept. Library, and students in their free time can make use of the books available in the Central Library or Dept. Library. One Faculty member is made in-charge of the Dept. Library.
3	Building	For maintenance of the building and related facilities, number of committees work under the Administrative Officer.
	Sports complex	Sports In charge officer is appointed to ensure maintenance, upkeep of the Sport Complex and any other sport activity of Indoor and Outdoor games.
4	Computers	All sensitive equipments like computers/ lab equipments are supplied power through online ups and all therefore these equipments are taken care of against voltage fluctuations etc. Power back up facilities provided through 63 KV diesel generators
	Internet	Internet related matter is maintained by a team of Technical assistants under the supervision of Head of Computer Science Department. They maintain the daily band width, usage, band width allocation, sharing etc.
5	Classroom	Well-furnished class rooms are cleaned by peon every day.
		Seminar hall of the department is maintained by departmental attendant & Technical Assistant at regular intervals
6	Hostels	Separate hostels for Boys & Girls with capacity of around 300 students.
7	Canteen	Canteen is located in the campus and is maintained by an external agency.
8	Staff Quarters	Principal Bungalow and Quarters are available in campus.