

INFRASTRUCTURE AND LEARNING RESOURCES (2019-2020)

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Institute has decided policies in the regard of Physical, Academic, and Support facilities. As per the requirements from Department Heads and the concerned section in-charges, budget is allocated for maintenance and upkeep of the facilities like building, furniture, equipment, computers and laboratories.

- Physical facilities: classrooms, seminar hall, tutorial room, girls' common room, Gymkhana, and NSS room come under the physical facilities. All these rooms are cleaned by housekeeping staff and this activity is monitored by departmental laboratory assistants.
- Academic: It comprises of maintenance of laboratories, computers, Wi-Fi facility and library. Laboratories: Laboratory in-charge & laboratory assistant look after the maintenance of each laboratory. The register is maintained in each laboratory for recording the maintenance details of equipment. Each laboratory has a separate dead stock register to record the purchases related to the laboratory. At the time of new purchase, the laboratory in charge proposes the annual requirements and makes provisions for the same in the budget.
- Computers: All the computers and peripherals are checked by the laboratory in charge and laboratory assistant for any problems as and when required. Generally, Laboratory in charge and laboratory assistant ensure proper working of all equipment before the start of each semester. Any maintenance activity, if needed is carried out and necessary consumables are purchased. Wi-Fi facility: The maintenance of access points, routers, and controllers is performed by the technology support engineer of the institute.
- Library: At the start of every academic year, the books requirement procedure is initiated by the library in charge of each department through a book requisition form to purchase the required books. Issue and return procedures of books are done manually as well as through software SOUL 2.0, which keeps track of whether issued books are returned or not. If the books are not returned within the stipulated time of 15 days, one rupee per day fine is charged to the students. Non-return books record is kept manually and it is cleared by the respective student at the time of clearance.
- Support facilities: It comprises the photocopy machine, sports complex, fire extinguisher, water purifiers, plumbing, electrical maintenance, and civil maintenance. The detailed maintenance procedure is elaborated as follows: The maintenance of the photocopy machine is looked after by the store in-charge of the institute. Fire extinguishers are provided at multiple strategic locations and maintenance is done through annual maintenance contract (AMC). Maintenance of furniture items and metal fixtures is carried out by workshop personnel. Maintenance of water purifiers is performed by Euro-Smart company as a part of

AMC. The maintenance of water coolers, glass fittings, and plumbing are looked after by the store in charge of the Institute. Electrical appliance replacement and maintenance are looked after by institute electrician and his team. Maintenance of lift is performed through AMC of OTIS company. The AMC is signed with Computronix company for LCD projector, and UPS. General civil maintenance and upkeep of civil infrastructure are carried out by the Bharati Vidyapeeth's building section.