



Maintenance Procedure

Maintenance Procedure for maintaining and utilizing physical, academic and support facilities

The institution obtains the requirements of classrooms, laboratories and other infrastructural resources from each HOD well before the beginning of the academic year. After validation of the requirements in IQAC, the available resources are allocated to each department. Any new facility to be constructed /acquired is provided by the management before the semester begins. Wherever there exists a situation that a facility (a laboratory) is required by more than one department suitable adjustments in the time table would make the optimal use of the laboratory a possibility.

Right from its inception in the year 2000, the college has been improving its infrastructure to meet its ever-increasing growth. Additional blocks for academic and administrative purposes have been constructed. Floors have been added to the existing blocks to enhance the facilities. Renovation of older blocks and modernization of laboratories have been done to meet the ever-changing academic requirements.

The institution has a permanent manager to take care of all the construction work, be it add on constructions or maintaining the existing ones. The buildings are maintained for their up-keep and repairs regularly. The housekeeping team regularly maintains the buildings, corridors and other places clean and tidy. The washrooms are maintained by a team regularly to maintain their usability.

Departments managed by their heads are responsible for maintaining the laboratory equipment for their operational conditions. Before the beginning of the academic year, the HODs would budget for repairs and maintenance in all their laboratories for the concerned academic year. They identify the agencies who would undertake the maintenance work and would get the equipment ready for operations before the beginning of every semester.

The institution has an IT cell headed by a senior member of the faculty to oversee the procurement, maintenance, repairs and replacement of equipment like computers, laptops, projectors and others in the domain area of information technology across the institution.