


Procedures and policies for maintaining and utilizing physical, academic and support facilities

- The Institute ensures that all the assets have been utilized at optimum level over the years. Accordingly, adequate budget provisions are made for maintenance of the infrastructure.
- The Institute has appointed in house maintenance in charge who oversees the maintenance of the Building, Elevators, Air Conditioners, CCTV Cameras, Electrical equipment, UPS, Batteries, EPABX, Water Purifiers, and Pest Control. He conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Maintenance is done in one of the following ways:
 - Maintenance by in-house capability
 - Maintenance by calling approved service provider
- Maintenance In charge analyses the breakdowns of utilities and takes necessary action after getting an approval from the management.
- The optimum working condition of all properties/ equipment on the campus is ensured through annual maintenance contracts (AMC). The AMC purview includes maintenance of Elevators, Air Conditioners, CCTV cameras, Water Purifiers and Pest Control. Apart from contract workers, the Institute have trained in - house electrician.
- Maintenance of civil work such as furniture repairs, masonry and plaster work, painting, carpentry, plumbing etc. is carried out regularly.
- Periodic reporting on requirements of repairs and maintenance is submitted to the Maintenance In charge. The requirements are collectively processed in every semester break so as to keep things ready for the incoming semester.
- The whole Institute building has a continuous electricity supply.
- The Institute campus is secured by a compound wall from all the sides and Gates are manned by Security Personnel. To ensure campus safety, campus has been secured with 24 x 7 security personnel and most of the areas has been covered under CCTV surveillance for safety monitoring.
- Provision for Smoke Detectors and Centralized sprinklers of Water has been made to tackle fire hazards. In addition, fire extinguishers are placed at all important locations and are regularly refilled and maintained.
- A separate water supply from Municipal Corporation is provided which supplies water in adequate amount. Water Coolers along with Aqua Guard filters have been installed to provide safe drinking water on each floor.
- The Institute has outsourced housekeeping to a professional who has deputed adequate staff to meticulously maintain hygiene and cleanliness in the campus. Wash rooms and restrooms are well maintained. Dustbins are placed on each floor.
- The Green Cover of the campus is well maintained by a gardener.
- The insurance policy has been taken and renewed every year to insure its equipment's and buildings.



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