Classroom and Sports facility Maintenance

The sports facilities of Institute are maintained by physical education department. A stock register and an issue register are maintained to ensure the proper handling of the sports items. Stock verification of the sports items is conducted at the beginning of each semester. Regular maintenance of the play area is conducted under the supervision of sports coordinator. At the beginning of each semester the readiness of the classrooms and labs are checked by the facility management team. Regular inspection, maintenance of the furniture's and classroom equipment's is done on a regular basis.

System Maintenance

Institute creates a system department with the team of hardware and software engineers. The Department is functioning in the campus for resolving the issues like hard ware trouble shooting, software installation, Maintaining Biometric devices, Wi Fi System, CCTV Cameras and network related issues are monitored and maintained. The complaints are posted through the complaint registers available in the department are addressed and resolved immediately.

Library Maintenance

There is regular stock verification process carried out by the library. A file is maintained which contains the stock verification reports carried out at different intervals .Physical verification of the library stock is the process by which the accession register is tallied with the books in the library. It gives the overall picture of the available documents in the library. Stock verification provides opportunities to weed out long unused, very old editions of the books from the library. It also leads to the cleaning and dusting of books and thus preventing their deterioration. All the torn and old books which could not be used for circulationhas been kept separately. There is a Library advisory committee which helps in guiding the library for effective services. The library committee meets at regular intervals for selection of books and other Library material. They also suggest ways and means to improve the services. The files relevant to Library and Library services are well maintained and labelled for easy access to any of the Library staff. Book Bank facilities are also available in the library in which interested students take a membership of this facility and a member got a set of books related to their courses for a time of six months after passed the semester they return back the old one and issue a new set.

Laboratory Maintenance

All the laboratories are spacious and well-lit. Do's and Don'ts/safety precautions are displayed in each laboratory. Equipment's of the labs are recorded in the stock register available in the labs. All necessary software like Microsoft office, browser, lab software, antivirus software are installed and maintained. Periodical maintenance of machine & special equipments is carried out in all laboratories. In house servicing of the lab instruments are done in every six months. Major repairs are outsourced by following the procedure of the institute. Consumables will be purchased every six months or whenever it is required. Instruments are calibrated wherever required.