

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)

Institute has appointed full time estate manager to look after Civil works such as Plumbing work, Carpentry work and Housekeeping work. Estate manager is assisted by supporting staff to carry out the maintenance work.

Electric maintenance is carried out by electrical department under the supervision of HOD. Lab assistants from various departments' carryout routine maintenance like cleaning, Lubrication, Repair, and Inspection with the assistance of supporting staff.

Library maintenance is carried out by vidyasagar library management software. Care is taken to maintain conducive environment in library.

Upkeepment of computers is carried out by computer science department/ IT department under the supervision of concerned HOD.

Maintenance of sports equipments is carried out by khare enterprises and routine maintenance is carried out by college workshop.

Up keeping of classrooms is carried out under the supervision of estate manager.

Type of maintenance	Resource	Remark
Civil maintenance	Through Estate manager.	As per the needs of different departments.
Electrical Maintenance	Under the supervision of HOD electrical.	Maintenance after receiving the complaints
Maintenance of computing facilities	Under the supervision of HOD IT.	Maintenance after receiving the complaints
Maintenance of water supply facility	Under the supervision of Estate manager and permanent plumbing staff.	Maintenance after receiving the complaints
Housekeeping	Under the supervision of Estate manager.	Daily cleaning of corridors, lecture halls, toilets and parking is done.
Playground	Under the supervision of Physical director and estate manager.	Regular maintenance.