

## **Procedures and Policies**

The institute is following the standard procedures and policies for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc.

**Laboratory :** The laboratories are updated with equipment and latest facilities to meet the curriculum and research requirements. The facilities are maintained in working status contiguous spaces that include wet laboratories, computer laboratories, instruments write up spaces, office areas and other spaces with varying degree of chemical and hazards, systematic preventive and planned maintenance schedules and strictly adhered. Stock and maintenance registers are maintained in each laboratory and are audited periodically every year. Faults identified by the lab incharge / lab technicians are rectified by trained technicians with the approval of the HoD /Principal. Through all these laboratories students learn to use the tools and conventions. They develop their skills in using scientific equipments safety and properly, making observations, taking measurements and carrying out well defined procedures as prescribed. The well provided laboratories enhance mastery of subject matter and develop their scientific reasoning. Maintenance expenditures are met through the funds approved by the management as and when required. The safety gadgets like fire extinguishers have been installed at all required places and first aid kits are kept in strategic positions as also all equipments have been carefully inspected for wear or deteriorates.

**Library :** The library facilities are strengthened every year through continuous procurement. The procurement process includes the mechanism by obtaining feedback from the departments and the faculty members on purchase of titles and volumes of the books. The Library advisory committee comprising the senior faculty members and student representatives is functioning for the effective utilization of the library resources. The library utilization chart is prepared once in a week and the best library user in student category is recognized during Annual day. An exclusive journal section is functioning in the library to support the faculty and the students for undertaking projects and research. Subscriptions are made for journals and magazines every year. Digital resources like online journals, NPTEL lectures, DELNET and subject CDROMs are also maintained for the use. Annual Stock verification of library books is being conducted regularly.

**Sports Centre :** An excellent infrastructure for sports and games are provided in the campus. The facilities maintained include synthetic shuttle courts, badminton courts, concrete basketball courts, football field, volley ball courts and athletic track and a fitness center. The fitness center houses motorized tread mill, multi bench and cycling machine. The sports facilities are well maintained for conducting selection trials of students to participate in the various tournaments, coaching and the conduct of intramural tournaments. The students and faculty can utilize the Gym and sports arena during morning and evening hours. The department maintains the stock and service register of the all the equipment. Worn out sports items are replaced annually.

**Computers :** The institute has a separate ITSIM wing to maintain the computers and internet facility. System maintenance team comprising of Professor Incharge, System Administrator and a strong technical team are available to maintain the systems in the campus. Periodical maintenance work is being followed as per the schedule. Computing facilities are upgraded regularly and connected with campus wide network. Each year, the IT support staff is responsible for preventive maintenance (such as servicing, cleaning, formatting, updating antivirus software etc) of the IT equipment. The problems faced by the department and faculty members are reported to the technical team by email and are rectified. Students possess laptops on their own with a subsidy of 50% from the management.

**Class Rooms :** Adequately spaced class rooms are provided with Black boards, LCD projectors that supports various modes of delivery methods. Administrative officer and his team maintain and ensure the cleanliness of the classrooms.

**Support Facilities :** A fully functional health center with a doctor and a residential nurse is in place to offer medical care for minor ailments and first aid. Ambulance service is available in the campus. The Administrative officer oversees the maintenance of the buildings, class rooms and laboratories. They go round the campus regularly, identify and sort out problems with the help of people duly placed then and there for minor issues. Repair and Maintenance activities are carried out regularly. Separate electrical maintenance teams headed by an electrical supervisor are taken care in the campus. Electrical maintenance covers all aspects of testing, monitoring, fixing and replacement of electrical component/system. The Building works committee consisting of expert members from civil engineering department scrutinizes all proposals for new constructions as well as modification of existing buildings. Estate officer maintain the campus and hostel facilities. Human resource department facilitates the smooth function of the support facilities provided by the various departments.