

MAINTENANCE

General

The college has appointed several personnel for maintaining the infrastructure by way of building maintenance, cleaning of the classrooms for day –to-day & Labs, transport, furniture, Campus maintenance and generator operator in case if the power shuts down. Separate Complaint registers were maintained for various services like electrical, plumbing, housekeeping etc.

IT

The college has adequate number of computer with internet connections. Utility software is distributed in all the locales like office, laboratories, library, departments etc. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the CSE HoD. CCTV camera is installed in the campus. System Administrators and network administrators monitor the networking in the campus. Any fault in network is reported to the CSE HoD, who in turn looks after the faults and solves it. Breakdown maintenance wherein the system fails due to SMPS problem or boot failure is recorded in a register. If the problem is minor, the technical support staff of the lab will rectify it. For major failures, support from vendor is taken. A Complaint format is there which can be utilized by everyone which is further process by department.

Lab

The proper function of equipment in all laboratories is ensured in every semester by the lab technicians and minor repairs such as installing replacement parts are carried out by them as and when they are needed. Then it is recoded in service register. When there is a major repair work, the lab in-charge handles the service and maintenance request appropriately by placing an order to the corresponding engineering experts during summer vacation. Stock register is maintained in all laboratories and audits are conducted by stock verification committee to check the availability and working of the equipment in every year.

First aid kits are kept in all laboratories and department to meet out any eventuality. Fire extinguishers of ISI mark of adequate capacity and numbers are provided in eye catching spots in the college buildings especially in all laboratories. Fire extinguishers are well maintained and checked periodically and refilling is done well before the due date.

Library

Library maintenance is done by management by providing a provision of the budget. Library software is maintained by ECAP. Disinfecting and keeping library clean is done frequently by library attender. Damaged books if any are sent for binding for every semester.

Sports

Two physical directors are appointed for the utilization and maintenance of the institutes sports facilities. The sports grounds are maintained and checked for every two months .The sports items are replaced and repaired at local facilities whenever situation occurs.