

## **Procedures and Policies for Maintaining and Utilizing**

*Physical, Academic and Support Facilities – Laboratories, Library, Sports Complex, Computers, Class rooms etc.*

The head of the institution constitutes various committees like maintenance, infrastructure, and purchase committees.

After the completion of academic session, all departmental heads inform regarding any equipment maintenance work, plumber and electrician related work required in their departments.

Maintenance committee members visit all class rooms, library, laboratories etc. to finalize if any repairing work is needed.

All proposals are submitted to the IQAC .

The infrastructure committee is informed by the IQAC regarding maintenance work required in the campus. The infrastructure committee obtains the estimate for it and a proposal is submitted to the head of the institution.

The head of the institution discusses the matter with the management committee and obtains the financial approval.

After obtaining the financial approval, the work is completed under supervision of the committees.

For maintaining the equipment the dealer from whom it was purchased is contacted. The institution prefers to get the equipment repaired by the company/ supplier.

For maintaining computers local computer distributors are contacted by the maintenance committee and get it repaired.