

Maintenance Policy

1. The Department, which is in need of repair and maintenance work has to register online complaint (by email) to the maintenance committee through respective HOD or concerned staff. The details of the maintenance work need to be mentioned.
2. Maintenance Person inspects the site within a day and will complete the job/task immediately, however, if any, additional tools or material is required, the job/task will be completed within a week.
3. Once the task is completed, Head of Department or complainant signs the job Completion report.
4. The college has Annual Maintenance Contracts for lift, water purifiers, generator, online ups, fire extinguishers, water coolers, etc.
5. Maintenance committee tries to resolve the complaint by using in-house resources, if not possible, then external agencies will be hired.
6. The preventive maintenance schedule for all physical infrastructures is formulated.
7. The maintenance schedules are executed with the support of both internal and external agencies.

Policies for Academic and Support Facilities:

Utilization and Maintenance of Class Rooms:

1. Classrooms are allotted as per the timetable/ requirement.
2. Concerned departments are given responsibility for the maintenance of their classrooms in coordination with the maintenance committee.
3. Department Head or concerned staff, informs the maintenance committee regarding required maintenance and repairs.
4. After receiving complaint, maintenance person inspects the site and completes the task within the stipulated time.

Utilization and Maintenance of Laboratories:

1. Laboratories are allotted for Practical session based on a timetable.
2. Standard Operational Procedures for handling various chemicals, equipments and instruments are to be strictly followed.
3. Preventive maintenance schedule plan for maintenance of various machines are to be strictly followed.
4. In case of any failure, the complaint is to be raised to maintenance committee through email.
5. After receiving the complaint maintenance person inspects the site and completes the task.
6. All departments maintain a history card for each instrument/computer to keep records of all maintenance carried out.
7. Hardware and software committee look after the computer lab maintenance.

Utilization and Maintenance of Library:

1. The book list requirement is given by the concerned departments as per the curriculum changes
2. The students are instructed to procure an identity card to access the library.
3. Book issue policy:

UG, PG, Ph.D. Students	:	3 books for two weeks
Branch Toppers (first five)	:	5 additional books for whole semester
Book Bank (first come first serve basis)	:	3 books for whole semester
4. Each faculty can borrow a maximum of 15 books.
5. If a student fails to return the books in time, a fine has to be paid by the student.
6. Book transaction activity, i.e. book check-out and check-in is fully automated by library software (KOHA software).
7. Students can utilize the library from 8 AM to 8 PM (except holidays)
8. Library reading room is open for all students from 6 AM. 12.00 AM.
9. Digital library facility is available for all faculty and students to access online journal and magazines.