

4.4.2: There are established systems and procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sports complex, computers, classrooms etc.

The institute regularly maintains all of its facilities by following well-structured SOP-driven maintenance standards, including its physical buildings, labs, libraries, sports complex, computers, and classrooms. Additionally, resolving issues with the infrastructure and other physical facilities quickly ensures optimal resource utilization and boosts facility availability.

- The maintenance of physical facilities includes housekeeping, plumbing, electricity, building and infrastructure, and gardening. These facilities are maintained under the supervision of the institute's administrative officer.
- As part of IT maintenance, the institute's system administrator is in charge of maintaining the computers that are available for usage within the structure.
- The lab teacher keeps track of periodic reports in the laboratory stock books and the breakdown/maintenance register regarding the need for repairs and maintenance of the equipment.



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Below table details out established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Sl. No.	Physical/ Academic/ Support facilities	Particulars	Document Link
2	Infrastructure	Infrastructure Maintenance (SOP)	View Document
		Infrastructure Maintenance	View Document
3	Shobhavana Medicinal Plant Garden		View Document
4	Laboratory	Laboratory Maintenance	View Document
5	Library	Library Policy	View Document
		Library Maintenance	View Document
6	Sports/Games complex	SOP	View Document
		Grounds man Appointment Order	View Document
		Sports maintenance	View Document
7	Transport facility	Transportation facility Maintenance	View Document
8	Hostel	Hostel Maintenance	View Document
9	IT	IT SOP	View Document
		Computers Utilization	View Document
		Maintenance	View Document
10	Fabrication unit	Fabrication laboratory	View Document