

Policy for maintaining and utilizing physical, academic and support facilities

PURPOSE OF POLICY

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities-laboratory, library, sports complex, computer, classroom etc.

POLICY

The institution maintains a well-organized system for the upkeep and efficient use of its physical, academic, and support facilities, including buildings, laboratories, libraries, sports complexes, and computer labs. Minor maintenance tasks, such as civil work and furniture repairs, are handled by the estate office or college workshop, while major tasks like painting and water leakage are outsourced to contractors. Electrical repairs, including switches, light fixtures, and panels, are inspected and approved through a structured process involving the department, estate office, and contractors.

For garden maintenance, a dedicated gardening staff works under the supervision of the estate officer, with attendance and work quality monitored and submitted for payment. A maintenance committee manages requests from departments, forwarding them for approval and execution.

Academic facilities, such as classrooms and laboratories, follow a structured timetable for efficient use. The library uses an automated system for resource management, while computer labs are regularly updated with the latest software and hardware. The institution allocates a specific budget for infrastructure and resource maintenance, with regular audits and feedback informing policy adjustments. Additionally, an SOP manual and training programs ensure staff and users are aligned with best practices

