

Maintenance Policy and Procedure:

- 1 Department in need of repair and maintenance work has to send the complaint to the institute office giving the details of the maintenance required.
- 2 Technician visits the site and completes the maintenance as required.
- 3 Head of the department signs the Job Completion Report.
- 4 The college has Annual Maintenance contracts for computer related repairs and maintenance , power backup systems , fire extinguishers and pest control .

Procedure for Utilization of support facility:

I) Gymnasium:

- 1 Gym instructor shall be in charge of the gymnasium.
- 2 Maintenance & repairs of gymnasium facility shall be responsibility of the instructor.
- 3 Gymnasium instructor shall be available in morning & evening slots.

Gym Timing :	Girls :	5:00pm-6:00pm
	Boys :	6:00 am to 9:00am 6:00pm to 9:00pm

II) Laboratories :

1. Separate Laboratories are to be allotted for classes based on a timetable.
2. Standard operational procedures for handling various chemical, equipments and instruments are to be strictly followed.

3. Dead stock register is to be maintained and updated regularly.
4. Dead Stock verification and inspection has to be carried out at the end of the Academic year
5. Old and outdated equipment, chemicals and instruments should be discarded by following the standard procedure.
6. Any deviation / discrepancy in any of the above is to be brought to the notice of the Principal immediately.

III) Library:

- 1) Every student must procure a Library Card within one month of taking admission.
- 2) This Library card can be used for issuing two books every week.
- 3) Non return of Library book after 15 days will attract the fine of Rs. 100/- per day.
- 4) Every student can access online journals and magazines through computer terminals available in the E-Library.
- 5) The student must carry Identity card and sign in the register upon arrival in the E-Library.
- 6) All college students are free to use the central reading room available in the campus, which is open from 24/7 for boys and 8:00am to 9:00pm for girls.

IV) Computer Laboratory:

- 1 E-Library time table is made and should be strictly followed to ensure optimum utilization.
- 2 The department of IT maintains all computers and peripherals.
- 3 All New requirements of computers are processed through department of IT.
- 4 Digital lab is open for utilization for all students from 9:00am to 5:00pm

V) Class Rooms:

1. Class rooms are under administrative control of respective departments.
2. Classrooms are allotted as per the students' strength.
3. The in charge teacher informs the college maintenance head about the requirement of repair/maintenance.