

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities.

The institute take deliberate efforts to provide access of its facilities and infrastructure to every single stakeholder. Institute has a designated committee to monitor the cleanliness and campus beautification, which take care of getting the campus, classrooms, library and laboratory clean on regular basis. The institute has taken care of differently abled people in the campus, ramps, wheelchair and washrooms for disabled have been made available to enhance the accessibility and convenience. The timetable committee designs the central timetable in such a way that every course and academic activity would get the access to classrooms and laboratories according their requirements. The logbooks are maintained in the laboratories to streamline the accessibility and usage. The central facility has been developed to increase accessibility and usage of the equipment's. Individual logbooks are maintained to manage the work slots for users. The laboratory equipments are calibrated and maintained on regular interval. The major maintenance work is outsourced. Separate records are maintained for chemicals, glassware. Electric and water fixtures are monitored and maintained regularly. Office and classroom furniture are repaired regularly. Institutional library is partially automated. The SOUL/OPAC software is made available to ease the catalogue access. A separate record is maintained to monitor the entry and exit of readers in the reading room. A library committee is functional in the institute which regularly collects suggestions from all the faculty members and students and prepare a demand list for books and related infrastructure hence systematically enriching the library. A clean drinking water facility is available and maintained regularly. Considering the pandemic an automated sanitizer dispenser is installed in main corridor to make it accessible to all. The botanical garden is accessible to students for their practical. The garden is maintained by gardener. A central computer facility is raised in the institute. Computers with broadband internet facility is provided to all the students and teaching staff. The computer facility is monitored by a coordinator. The computers are regularly maintained by third party. A wire free (wi-fi) internet is made available in the campus to promote maximum use of ICT. Dedicated sports facility with content gymnasium is available on campus for students as well as staff. A schedule is prepared and displayed to regulate the number of users at a given time. An entry book is maintained in the gymnasium. The physical director maintains the issuance and return of sports equipment.