

Infrastructure Maintenance Procedure

1. Online Booking for Use of Facilities & Maintenance Reporting

- [To book Academic Resources, Infrastructure Maintenance etc. click here](#)
- [Computer Repairs](#)
- [Infrastructure Repair](#)

2. Lab Maintenance

- [Monthly Lab Status Reports](#) - to be submitted by Lab-Incharges for every month, by 5th of the next month

At the end of every Semester, the Lab-In charges / Programmers prepare a Lab Report and submit to the Heads of the Institutions, wherein all requirements also are mentioned. During the semester all labs maintain a register, wherein the students write details of any computer / equipment they find that is not working, the same is attended to at the earliest by the concerned Lab Incharge / Programmer / Hardware Manager IT Infrastructure Requirement / Maintenance An online form is available on the College Website, through which any Faculty can send the details of the IT equipment that is not working to the Hardware Manager of the College, who then attends to it at the earliest, and closes the request online. IT Infrastructure requirements are given by the concerned Department HOD's in keeping with syllabus and regulatory requirements at the beginning of the academic year.

3. Maintenance of Academic and Physical Facilities:

Maintenance of Departments, Classrooms is taken care of by College Care-Taker, who attends to it at the earliest. There is an inhouse plumber and electrician available around the clock. In case there is a need to augment any facility the same is taken up by the concerned Department HOD with the Head of the Institution.

4. Other facilities:

Like water coolers, fire safety equipment etc. annual maintenance contracts are signed by the college with various service provider, these are supervised by the College Caretaker.

5. Regular maintenance of grounds and buildings:

Is taken care by College Caretaker and Housekeeping staff

6. Garden maintenance:

Outsourced, with one inhouse gardener to take care of overall works.