



INFRASTRUCTURE MAINTENANCE PROCEDURE

Institute has constituted Estate office committee comprising Estate officer and in-charges for various units. Team and its members ensures intactness of infrastructure and its operation. Periodical visits to review, meetings are organized to understand and take appropriate measures. Maintenance & Complaint registers are maintained to record maintenance works of operational units. Appropriate authorities will ensure issues raised are rectified. Laboratory in-charges ensures required equipments are under operation and available as needed. Stock verification process is conducted periodically. System Administrator manage the Computing and networking facility of the entire campus. Library Advisory committee meets periodically to oversee the operations of library and ensure the needed resources are available for utilization. Institute provides the needed facility to support sports. Physical Director coordinate the operations of indoor and outdoor sport facility of the campus.

I. ESTATE OFFICE

The Estate Office, with the following members, coordinates and oversees the maintenance of entire infrastructure facilities of the institute:

Members	Responsibility
Estate Officer	<ul style="list-style-type: none"> • Overseeing the functioning of Estate Office • Coordinating and overseeing the functions of civil, electrical maintenance, computing facilities, all buildings in the campus. • Preparation and submission of proposals in consultation with the members of the Estate Office related to various construction works, maintenance works etc. to the higher authorities depending upon the nature of the work and financial implication; execution and completion of the work with necessary approvals.
Deputy Wardens, Girls Hostel & Boys Hostel	<ul style="list-style-type: none"> • Planning and supporting the establishment of resources at the hostel premises • Conducting periodical meetings with the students and taking appropriate actions with the approval of the Principal • Maintenance work to be carried out at GH & BH and reporting to the Estate Officer for further action through Warden.
Hostel Superintendents – Girls Hostel & Boys Hostel	<ul style="list-style-type: none"> • Monitoring students’ attendance and study hours execution • Monitoring the cleanliness of the hostel • Students’ discipline inside the hostel, entry & exit of the students with prior permission • Maintenance of records for all activities pertaining to hostels
Incharge – Machineries & Furnitures	Reporting the maintenance work to be done at all labs in the departments, machineries & furniture in the institute and reporting to the Estate Officer for further action through concerned HoD / Incharge.

Members	Responsibility
Estate Officer	<ul style="list-style-type: none"> • Overseeing the functioning of Estate Office • Coordinating and overseeing the functions of civil, electrical maintenance, computing facilities, all buildings in the campus. • Preparation and submission of proposals in consultation with the members of the Estate Office related to various construction works, maintenance works etc. to the higher authorities depending upon the nature of the work and financial implication; execution and completion of the work with necessary approvals.
Lab incharges	<ul style="list-style-type: none"> • Identifying lab requirements, if any, and submission of budget proposals to the Principal through HoD before the commencement of every academic year • Monitoring regular upkeep of laboratories • Maintenance of stock registers, Maintenance records
Technical Officer	Electrical Maintenance of the institute and power management, providing necessary physical and electrical arrangements during Institute level programmes, Water Supply, Maintenance of intercom & Lift facilities, Sanitary inspection of all buildings, Garden maintenance
System Administrator	Repair and maintenance of computing facilities in the campus and reporting to the Estate Office through HoD/CSE
Physical Director	<ul style="list-style-type: none"> • Purchase of sports goods and maintenance • Maintenance of indoor , outdoor stadiums, play grounds, basket ball & volley ball courts, track & field, gym facility
Transport Committee	<ul style="list-style-type: none"> • Scheduling regular upkeep of transport facilities of the institute • Scheduling grievances redressal meeting of the student representatives of transport committee
Lab Technicians	<ul style="list-style-type: none"> • Ensuring all equipments are calibrated, well maintained, and ready for use for laboratory classes. • Ensuring regular cleaning and upkeep of the laboratories.
Sanitation and Security	Outsourced through appropriate external agencies
Cleanliness maintenance	Maintained by trained in-house persons
Stores incharge	Purchase of stationery requirements of the institute and maintenance of stores
Canteen incharge	Purchase of canteen requirements Maintenance of canteen and ensuring follow up of safe and proper practices related to hygiene, health

II. LIBRARY ADVISORY COMMITTEE

The objective of LAC is to represent the importance of adopting modern technologies in the contemporary context of knowledge explosion.

Functions:

- The committee will recommend appropriately for procurement of new books / new journals / online journals.

- The committee will advocate creating of new infrastructure, if required / upgradation of technology in a sense of disseminating knowledge to the target groups.
- The committee will look into the issues of the clients, Library staff and send recommendations to the authorities concerned for suitable decisions.
- The committee will maintain liaison between Main Library and the academic departments for effective functioning of Departmental libraries.

III. STOCK VERIFICATION COMMITTEE

Functions:

- Planning & Organizing Stock verification process every year to ensure status of equipments, resources at all the departments / facilities.
- Scheduling stock verification and assigning incharges to physically ensure availability of all the resources as in stock register and records status in the appropriate forms.
- Categorizing the available items as:
 - Working items
 - Items to be serviced
 - Items to be condemned and to be sent to Scrap committee
 - Items kept idle and to be sent to Scrap committee
 - Missed items
- Coordinator to submit overall stock verification report & do follow-up action for the completion of servicing of equipments, replacement of missed items, condemned items and hand over to stores. Idle equipments to be used for demonstration purpose. Status of follow-up is reported to Principal