



## **Procedure and Policies & Maintaining & Utilizing Infrastructure and support facilities**

The Institution has a sprawling campus spread over 5.2 acres with modern building technology enabled class rooms, well stocked library, Seminar halls, drawing halls, well equipped laboratories, Work shop, staff rooms, and Administrative block etc.

The Institution has sufficient number of well furnished, well ventilated spacious 31 class rooms, LCD projector facility, Tutorial halls for conducting the theory classes are available. The Institution has several Air conditioned computer laboratories and a seminar hall. The institution has a Language Lab equipped with audio video facility which helps students to develop their communication skills. The institution policy is to provide the entire infrastructure required for the students in terms of library resources, software and, 65 mbps, Wi-Fi facility. Total 585 computers are available in the institution and it is connected to internet through LAN. Internet and internet facilities are free available for students and staff. 52 CCTV camera's are installed in the campus. The Log book is maintained in the every laboratory to keep track of utilisation of the lab resources.

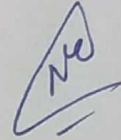
The institute is providing the facilities for Indoor and Outdoor games to the students to build up a healthy body. Our college is conducting the sports like, Cricket, Basket ball, Foot ball, Volley ball, Badminton, Kabaddi etc every academic year. Healthy competition prevailed among the students to participate in the event. Students from various departments are gathered to enjoy the sports.

The college has different maintenance cells. The maintenance cell is headed by senior faculty member who monitors the concerned work along with the team. The maintenance Incharges conducts periodic meetings and checks to ensure efficiency and working conditions of all the equipments and machineries in the institute. Civil maintenance Incharge and his team look after the regular maintenance such as plastering, repair work, carpentry etc. The Electrical maintenance incharge and his team is responsible for power supply, LCD, AC, water cooler, generator, energy saving etc. E-resource maintenance Incharge is responsible for maintenance of CCTV and security, Internet, ERP software, computers, printers, software installation and computer peripherals.

Lift and Aquaguard as well as heavy Machineries of Mechanical department and Computer

maintenance is under Annual maintenance Contract agreement, hence all the maintenance and services are carried out by the concerned company. Technicians and Engineers from AMC are available in the campus as and when required. Major damages, breakdown in Machineries, equipment reported by head of deptt. is being forwarded to central office for repairing or replacement. Minor work like, electric fitting, replacement of fan, tubelight pipe fitting, etc. is being done at institute level by the approval from Principal office.

A Housekeeping agency is hired for cleaning, sweeping, and gardening work. The housekeeping staff is appointed for cleaning, dusting, vacuuming, mopping all classrooms, Laboratories, workshop, conference hall, office chambers of Principal and H.O.D cabins and office every day. In addition to that, cleaning of the water cooler is done at every week and water tank with in 15 days. The record of water coolers cleaning and water tank is kept in Admin office under the control of Registrar and Sanitary Inspector. All the varandah is cleaning through kercher machine. All the housekeeping staff is working under the guidance and instructions of Sanitary Inspector. The housekeeping staff obtains the signature of Incharges on the document provided by admin section to check the work performed is satisfactory or not .



Principal

Dr. N. K. Choudhari

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