4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

The college has its own procedures for maintaining the Physical Facilities, Academic and Other Support Facilities. Facilities Committee is constituted in every department to identify the requirement of repairs. If any equipment is not functioning, Departments send a request to the Department which looks after the repair and maintenance of that particular item. If the problem is minor, the technicians available in the Institute will be resolving / repairing the equipment. If it is a major it will be sent to the supplier or vendor for service. Each Department has an allocated fund for taking care of the repair / maintenance cost. Maintenance of IT Infrastructure:

IT Infrastructure like servers, desktops, CC Cameras, LCD Projectors, Reprographic facilities (Printers, Scanners, Xerox Machines) are purchased with initial warranty.Usually servers and desktops are procured with 3 years warranty and reprographic facilities with one year warranty. # AMC is entered with the concerned suppliers for servers beyond the warranty period and other important equipment is maintained on call basis.

Alternate arrangements are made in case the down time is more, without affecting the day-to-day work in the concerned Department.

If the equipment is beyond repair and if it is very much essential the management readily approves and sanctions the necessary amount without affecting the day-to-day work either in the laboratories or in the administrative offices.

CSE Department maintains and utilizes sufficient computer peripherals(Network Switches, Monitors, Hard Disks, RAMs, Keyboards)and spares for replacing the damaged ones for the Institute as inventory.

Wi-Fi facility is regularly monitored by the skill technicians available in the Institution.

Spare Access Points are also maintained by the CSE Department.