Continuation of QLM 4.4.2 -Established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of IT Infrastructure

Systems Department ensures that the maintenance of the IT Infrastructure is carried out in a planned and systematic manner as per the standard policies developed by the Institute.

The Institute has a full-fledged Systems Department with a qualified Systems Manager for efficient management of IT infrastructure on campus. Systems Department with team 16 personnel, ensures that the IT infrastructure (including hubs, L1 / L2 Switches, Wi-Fi Routers etc and peripherals) are always in working condition.

The Institute has a policy of purchasing only hi-branded computer and networking hardware from reputed companies like IBM, Dell, Acer, Lenovo having extended 3-years warranty and therefore the maintenance for first 3 years is taken care by the vendor/supplier. The Server and the firewall are covered under the Comprehensive Annual Maintenance contract.

The Institute also has a full time Maintenance Engineer and an independent maintenance room (Scrounge) for carrying out IT maintenance.

Every laboratory maintains a complete record of the equipment such as Dead-Stock Register, Maintenance Register, utilization and Lab-Readiness Certificate. All the documents are verified by Lab In charge (a faculty member) and are kept in accordance with the standard procedures.

Utilization of Physical, Academic and Support facilities:

1. **Classrooms / Laboratories / Tutorial rooms:** The Timetable Committee informs the FM team about the required utilization of these Instructional areas so that the FM team can deploy the necessary maintenance staff and also program the HVAC system which is controlled by Intelligent Touch Machine (ITM).

2. **Library:** Library Committee is headed (convened) by a senior faculty member and each Department has a representative on it. Convener and members periodically review the books, periodicals, journals and magazine requirements requested by the faculty and staff members and recommend for their purchase after due evaluation. Subsequently, the books are purchased and added to the library stock.

   The Library staff is responsible for day to day operations such as issues and receipts as well as routine maintenance of the books, e-books, magazines, journals and other library resources. The Library management is fully computerized and integrated with the Institute's MIS system.

   All Library stock records and transaction records are maintained by MIS and the corresponding system generated reports and documentation related is kept and filed.

   The Library Committee decides the timings of the Library / Reading Room. The Library hours are sometimes extended during Exam time.

3. **Sports Complex**: The Sports Department of the Institute is headed by the qualified Sports Officer. The Sports Officer is assisted by three Sports Instructors. All the three posts are full time.

   The Institute campus has an Indoor Gymkhana with playing facilities for chess and carom. Institute has outdoor multi-sport turf ground on which students play basketball, badminton, volleyball and lawn tennis. The Institute also has a football ground and a handball court.

   All the sports facilities are looked after by the Sports Department team. They carry out training activities and supervise inter-class and inter collegiate matches during the annual sports event.

   The general cleanliness and up-keep of the grounds and Gymkhana is carried out by Facility Management team.

   The specially-designed module in vMIS alerts the Sports Officer when a student is in the Sport Complex for more than two hours at a stretch.