4.4.2 There are established systems and procedures for maintaining and utilizing physical and academic support facilities – laboratory, library, sports complex, computers, classrooms etc.

The Institution takes direct initiative in the maintenance and upkeep of infrastructure and support facilities. Predefined measures exist and implemented for the maintenance and utilization of its Physical, Academic and Support facilities. This establishes transparent and efficient processes that streamline operations and cultivate the culture of ownership and responsibility among stakeholders.

MAINTENANCE SYSTEMS AND PROCEDURES
- The detailed budget is prepared by the maintenance engineer along with the Principal for Infrastructure and Physical facilities by getting requirements and inputs from Heads of the departments
- An annual audit & stock-taking of the physical, academic and support facilities are undertaken for assessment and evaluation. Based on this a detailed report is submitted by the Head of the department and internal Auditors to the Principal for action taken.
- The Maintenance Engineer, Electrician and Plumber are responsible for maintenance related to Electrical and plumbing works of the entire campus and major service works are carried out during the end semester vacation
- Gardeners are being outsourced for regular up keeping of plants and Lawn maintenance inside the Institute premises.
- Furniture in classrooms and smart boards are serviced or replaced as the case may be, before the commencement of every semester.
- Annual Maintenance Contract (AMC) for Lifts, air-conditioners, generators, sewage water plants, fire extinguishers and other equipment is calibrated and maintained regularly.
- Cleaning and maintenance of Class Rooms, Seminar Halls, Laboratories, Staff Rooms, Library, and Corridors are cleaned by sweepers on daily basis. The washrooms are regularly cleaned by scavengers.
- Classroom maintenance includes maintenance of smart board/smart TV, furniture, projectors, lighting systems, technology integration.

MAINTENANCE OF ACADEMIC FACILITIES

LABORATORY

- The Institution has stringent and safety protocols that govern all aspect of operations. A team comprising of system manager, administrator and technicians maintain the systems.
- Regular equipment calibration, stock management and waste disposal procedures are in place.
- All departments conduct annual stock-taking of equipment, instruments, glassware, specimens, and computing devices.

LIBRARY

- The Vankatram Learning Centre serves as a vibrant hub of intellectual activity, supported by robust systems and procedures for cataloging, circulation, and resource management.
- The unique code of the identity card validates the entry and exit of the library users.
- The annual stock-taking and maintenance of the library books are carried out before the summer vacation through an internal audit. On request from each department, a list of required books list is prepared and procured for the next academic year.

SPORTS

- All Sports amenities are under the in-charge of the Director of Physical Education.
- The maintenance of Sri Krishna Stadium, other indoor/outdoor sports facility, and Gym station are regularly carried out with proper care.

COMPUTER MAINTENANCE

- Computer maintenance is essential to ensure optimal performance, reliability and security of computer systems.
- Computer maintenance includes regular updates, disk clean up, disk defragmentation, hardware inspection, backup and recovery, software maintenance and hardware upgrades.

The systematic management of physical and academic support facilitates the Institution's mission of fostering academic excellence and holistic development.

Additional Information

File	Link to the Document
Maintenance Policy, Maintenance and Utilization of Physical and Academic Support Facilities	PDF