

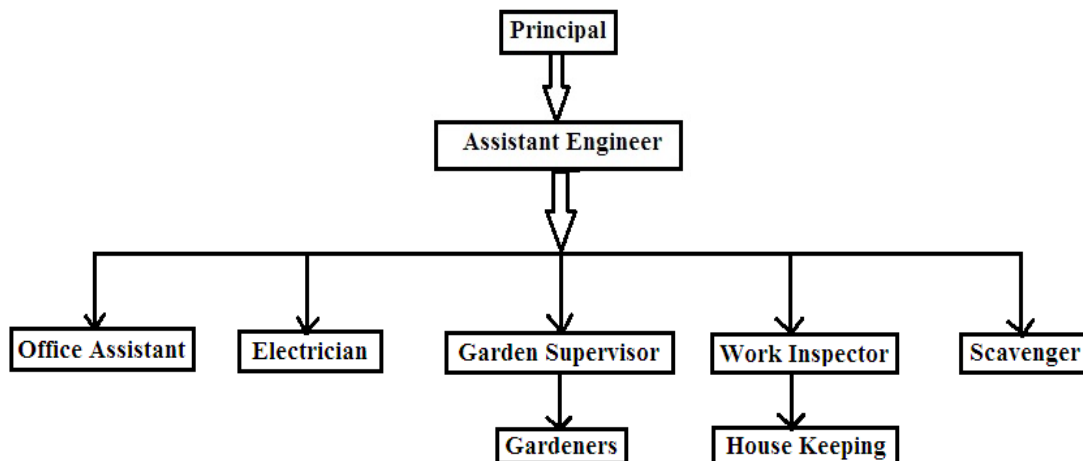


4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

## System and Procedure for maintenance and utilization of :

### Physical Facilities

- The maintenance committee is headed by the Principal who in turn regularly monitors the work of the Assistant Engineer. The Assistant Engineer is accountable to the Principal and organizes the workforce, maintain individual duty responsibilities, timings, etc., supervises the available infrastructure and ensures its upkeep, repair and other maintenance of the infrastructure. The Campus Maintenance Flow Chart is as follows:



- The house keeping staff is monitored by the Work Inspector which is outsourced apart from the regular housekeeping staff. The maintenance of hygiene, cleanliness of Classrooms, Staffrooms, Seminar Halls, Laboratories are being done by the house keeping staffs.
- The civil works like maintenance of buildings, roads, lights, sewage and security in the campus are maintained by the estate office.

- The water is provided for 24 Hrs by the bore well and the drinking water is purified using Water purifier consisting of RO & UV units.
- To ensure constant power supply 160 KW Generator is installed in the campus along with UPS which is maintained by the permanently appointed electrician.
- The generator and UPS, water purifiers are maintained by placing AMC on the authorized firms.
- The plumbing/maintenance work is carried out by the regularly appointed plumber by the Management.
- The repair of furniture's and any wood work is carried out by the regularly appointed carpenter.
- Parking facility and pest control is maintained by the estate office.
- The garden in the college is well maintained by the gardeners who are supervised by the Garden Supervisor.

## **Academic and Support Facilities**

### **Laboratory and Computers**

- Each Department is provided with separate well-equipped laboratories with safety measures which is managed by qualified technical staff.
- The required equipments to perform the specified experiments and their maintenance, the number of students per experimental set up, size of the laboratories and the overall ambience are decided by the HOD and teaching faculty in consultation with technical staff. Generally, all experiments are conducted by students individually or in groups of 2.
- Stock Registers is maintained in the department both for purchase and servicing of equipments and at the end of the academic year Stock verification is done.
- Routine maintenance and calibration of the equipments are carried out on a regular basis by the Lab in-charge and Technical staff or by Technicians from company.
- Exclusive computing facilities in the Department are created with sufficient numbers of computers for the students to work independently.
- Almost every computer in the campus is connected to Internet facility.
- System Analyst and Service Engineer should maintain the computers and its accessories, internet facilities and its accessories.

## **Library**

- All Library users must sign in/login register available with the attendant at the Library entrance.
- Members should maintain Silence in the library and should not disturb others.
- Smoking/eating/talking/chewing/using Cell phones are strictly prohibited in the library.
- To access VKIT Institutional Repositories/VKIT webopac/Digital library one should go to college website [www.vitb.ac.in](http://www.vitb.ac.in).
- E-resources access is available through VTU-Consortia in which e-journals are available.
- The issuing of books is digitized and are issued on presenting the Bar-coded Identity Card which is nontransferable.
- The Library members are responsible for loss of the Library cum Identity Card issued to them.
- No Due Certificate will be given only after surrendering the Books and Library Card.

## **Sports Complex**

- All the students must sign in the login register available at the Sports complex.
- The students must enter the details of the amenities required in the issue register and then collect the same.
- Once the event/practice is over they must return to the Physical Education Director and then logout before leaving the sports complex.
- Students are strictly prohibited from misbehavior in the sports complex and gym.
- The Physical Education Director regularly provides special training to the students who desire to participate in sports activities, besides coordinating various sports activities in the college.

## **Classrooms**

- The classrooms are to be allocated by the HOD's semester wise.
- The vision, mission, time-table and student lists are to be announced on the notice board of the class rooms.
- All the students should be on time to the classrooms.
- Students should be disciplined and should maintain a good learning environment.
- Every day after the classes, the respective classroom in-charge should take care of cleaning, locking the classrooms, etc.
- If any repair of furnitures, boards, projectors, electrical work must be brought to the notice of the HOD's by the Class Teacher or Class Representatives.