

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.

- For the optimal use of the infrastructure, the institute has made advance planning.
- The infra structure of the institute consist of building, playground, seminar hall, language lab, computer lab, auditorium, plaza square, gardens, parking etc. The responsibility for maintenance of above all section has been imposed upon the concerned head of departments who are called coordinators or supervisors.
- Such officers are used to take surprise visit twice or more in a day to check whether maintenance is being done properly or not.
- For the maintenance and repair of infrastructure facilities, the following departments are active in the institution:
 - Carpenter Department, Security Department, Electrical Department, Color work department, Gardening Department, Plumbing Department, computer department etc.
- For the maintenance of infrastructure facility, above department has ample staff which carries out responsibilities.
- The principal of respective colleges maintains register of maintenance in which complaints are to be noted. This register is to be forwarded to respective maintenance department through supervisors.
- Maintenance department further resolves the complaint and make a register entry for completion.
- The office of sports is responsible for the maintenance of implements of sports and play ground. The building is being maintained through plaza director.
- Annual and day to day maintenance and repairing of the instrument is carried out by the outside vendors and paid service bases.
- The maintenance of the laboratory equipments computers and other devices are carried out regularly by maintenance department of the institute.