

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities -laboratory, library, sports complex, computers, classrooms etc

The infrastructure of the institute has been developed in an area allotted as per AICTE norms in a campus of more than 110 acres. For the maintenance of such a large campus, the Kalyani Charitable Trust has established a dedicated maintenance team headed by a civil engineer. This team comprises of electricians, telephone lineman, plumbers, carpenters and painters, housekeepers, gardeners, a system administrator, a transport coordinator and a motor mechanic. The institute has also established its own maintenance cell and comprises of members from all departments / sections of the institute. This cell coordinates with the campus maintenance team for all types of maintenances as per a defined mechanism.

In general, following is the procedure followed for utilisation and maintenance of various facilities:

1. Physical facilities:

Civil Infrastructure

Utilisation: As per the requirement of the statutory regulatory bodies, the required physical facilities are made available to the students of the respective department under the supervision of the head of department. The boys and girls hostel, guest house are available in the campus.

Maintenance: All the physical infrastructure is cleaned by adequate housekeeping staff. In case of civil repair work, the concerned staff reports it to the maintenance cell of the institute and the maintenance cell forwards it to the campus maintenance team through the Principal. The campus maintenance team then executes the repairs and informs about the completion to the maintenance cell. The gardeners maintain the grounds, lawns and upkeep of plants.

1. Academic Facilities:

Laboratory Equipment, Computers and Library

Utilisation: The laboratory equipment and computers are made available to the students of concerned department as per the curriculum. Generator and UPS is used as a power backup in case of non-availability of power. The library and reading room is open for utilisation to all its registered staff and student members from Monday to Saturday during working hours.

Maintenance: For the maintenance of laboratory equipment, electrical wiring and fixtures and IT facilities, a requisition is placed to the institute maintenance cell. This team investigates the problem and solves those issues if within their technical limits. Critical maintenance issues of laboratory equipment and IT facilities are outsourced to concerned external agencies for servicing / maintenance / repair as per defined procedure.

1. Support facilities:

Sport Complex

The indoor and outdoor sports complexes including gymnasium is used by the students on almost daily basis for physical recreation and for practice sessions under the supervision of the physical director.

For any type of maintenance of the sports complex, the physical director forwards a requisition to the campus maintenance team through the Principal.

Buses and Light Motor Vehicles:

The institute has a fleet of 25 buses and 05 passenger vehicles. The students can avail the transport facility from the institute after payment of fees as pre-defined by the institute. The staff can avail transport facility free of cost simply by registering for the same.

Maintenance: The motor mechanic performs daily maintenance and servicing of the buses and light motor vehicle.