



4.4.2	Policy details on procedure/system on maintenance
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SITAM is particular about the maintenance of the equipment and other physical assets provided by the Sponsoring Society for the sake of educating the local people. There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic, and support facilities. The role and responsibilities of committees are given below.

- ❖ General civil maintenance and upkeep of civil infrastructure is carried out by the institute level canteen and campus committee.
- ❖ Repair and Maintenance of laboratory equipments/instruments are initiated by the respective Laboratory In-charge as and when required. The purchase committee handles the repair/maintenance/calibration request appropriately by placing order to the respective equipment experts. History cards of the equipments are maintained, which indicate the maintenance/repair/calibration of the respective equipments. As a precautionary measure, laboratory in-charge, along with laboratory assistant, ensures proper working of all equipment at the beginning of each semester.
- ❖ The classrooms, laboratories, seminar halls, and library facilities are utilized regularly by the students for the learning process and timetables/logbooks indicate the regular utilization of the respective facilities.
- ❖ The maintenance and housekeeping of the classrooms, laboratories, library, and the institute as a whole are taken care by external agency and non-teaching staff.
- ❖ Security of the institute is assigned to external agency.
- ❖ Fumigation of the entire institute is done frequently by third party housekeeping agency.
- ❖ The institute garden is maintained by the gardener appointed by the society.
- ❖ The institute has adequate number of computers with internet connections and required software's distributed in different locales like office, laboratories, library, departments etc.
- ❖ The library has a reading hall and separate computers for students to access e-journals, while the subscribed e-journals can also be accessed from any networked computer in the institute.
- ❖ All the computer related facilities including hardware, computer peripherals, UPS and generator are maintained by institute itself.
- ❖ Anti-virus software is purchased and is renewed annually for the smooth working of all the computers in the institute.
- ❖ Minor maintenance of furniture items and metal fixtures is carried out by the workshop department and the minor electrical maintenance is looked after by the Electrical Maintenance coordinator and his team.
- ❖ The sports facility of the institute is handled by a physical director and these facilities are made available to all the students of the institute.
- ❖ The institute has large open ground for cricket, football, volleyball and basketball and a gymnasium utilized by the students.



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- ❖ Emergency exits and fire fighting system are provided to address emergencies and natural calamities.
- ❖ Laboratory in-charge and technician make an inspection of equipment on a monthly basis. Equipment testing is done every semester to ensure the sufficiency of equipment to meet the laboratory needs.
- ❖ To overcome the voltage fluctuations and to provide uninterrupted power supply, the Institution is equipped with an electrical substation and a generator with required rating that are located little away from the people's passage.
- ❖ Air-conditioning is provided to all computer labs for their safe working.
- ❖ Water supply is made near the needed equipments/lab and 24 hour water supply is ensured