

POLICIES AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS

The institute ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants sanctioned the institute by the management as per the requirements in the interest of students.

1. **Laboratory:** Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments.
- **Maintenance of laboratories are as follows:-**

The calibration, repairing and maintenance of sophisticated lab equipment's are done by the lab technicians of related owner enterprises.

2. Library:-

- The requirement list of books is taken from the concerned HODs of the departments and HOD's are involved in the acquired text and reference books process. The finalized list of required books is duly approved and signed by the Principal.
- Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
- To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee
- SOUL software is using for updating in Library.
- The maintenance of the reading room and stock verification of library books are done regularly by library staff.

3. **Sports:** - Regarding the purchase and maintenance of sports equipment and maintenance of courts, the institute sports Committee with Physical Director is deputed. The Physical Director is maintaining the stock register and signed by the principal. The sports committee has been selected the students during Inter collegiate and Intramural sports selections and competitions.

4. Computers: -

- Centralized computer laboratory established to enrich the students.
- ERP software is used for maintaining faculty and students details.
- Each Department having appropriate computer for their requirements.
- Internet and WIFI Enabled campus.

- All the computer labs are maintaining by the IT admins and system admins regarding hardware and software problems. Programmers shall maintaining the System software and Application software.

5. Classrooms: -

- The institute has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other.
- Administrative officers will take in charge for student's academic requirements.

6. Additionally:-

- There is a lab technician/ instructor in every department, who maintains the stock register by physically verifying the items round the year.
- Department wise annual stock verification is done by concerned Head of the Department.
- Regular maintenance of Computer Laboratory equipments is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.
- Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees.
- College campus maintenance is monitored through regular inspection.
- Upkeep all facilities and cleanliness of environment in Cafeteria and Scackteria by canteen Committee
- Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.
- Updating of software's is done by IT and system Administrators.
- Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing.
- Regular maintenance of the water cooler and water purifier is done regularly.




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