4.4.2 Policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities

- **Infrastructural facilities:** Infrastructural facilities are maintained centrally by central construction department.

- **Optimum utilization of Infrastructural facilities:** Optimum utilization of class rooms, computer labs and seminar hall are ensured by allocating time-table for each department before commencement of semester.

- **Computers, IT Equipment and Software:** Repairing and maintenance of computers, IT equipments and software are conducted before commencement of semester examination by lab assistants under supervision of IT In-charge and HOD's of respective departments.

- **Annual Maintenance contracts (AMC):** Repairing and maintenance of generator, air conditioner, UPS and batteries, drinking water cooler, R.O. purification plant, Solar panels and Lift are ensured through annual maintenance contracts with respective suppliers.

- **Health and Hygiene:** Housekeeping staff is appointed to maintain cleanliness and hygienic conditions. Water tank cleaning services are hired by the Institute.

- **Library:** Institute ensures effective utilization and maintenance of library through Institute level library committee. IT facilities of library are maintained by lab assistants.

- **Sports Equipments and facilities:** Institute level sport committee is responsible to take care of sports equipments and regular sports activities. Maintenance of playground is ensured under construction department of Trust.

- **Campus Security:** CCTV cameras are installed in the campus to prohibit malpractices and security guards are also appointed by the Central Office.

- **Internet facility:** Institute is provided internet facility through Wi-Fi by using access points.