

Maintenance and Utilization Policy

Responsibility for maintenance and upkeep of any physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc, rests with EMD for realty properties, electricity division for electrical work, equipment/facilities/utilities for projects/centres with project type funding with the Principal Investigator or the Facility/ equipment/ utility in-charge as head/director/coordinator of the Department/ Centre/ Institute/Cell or club, as the cases may be. Record of Facility or Equipment, Annual Stock taking, Annual cleansing, Equipment needing 24x7 Refrigeration, CCTV monitoring, AMC for High Value items (Free of Cost for first 3-5 years) and Schedule of Periodic Maintenance have to be compulsorily maintained by every responsibility-laden person. Periodic Maintenance of the facilities/equipment as per advised schedule is scrupulously executed by the persons responsible.

The optimum utilization is a must and is ensured. Any facility, except the default, 24x7 class of facilities, is better utilized to its capacity, with due break-from work to allow the cooling time, engine-fatigue recovery time and the like. Daily Log-book facility-wise is maintained so that the utilization level is well monitored. Proper details are collected as the property, person, purpose, period and place of utilization as far as high-end delicate equipment. These are auto-recorded or scheduled and utilized as per schedule. All facilities/ equipment/ property are used full, with due rest. Certain crucial facilities like laboratories and libraries need maximum utilization.

Apart from regular Laboratory hours, a system of one or two library hours per week is made compulsory for all the students to have the great twin-benefit- the Library facilities are well used and the students' time is better used.