

Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities

Library:

Newgen ILMS has the Web Enabled OPAC facility for easy access of materials to the stakeholders of the institute out side campus. Through this facility users can search books and journal, renewal for borrowed books, new arrival for the month etc. Users are receiving Email and SMS alert facility for their transaction. This facility saves the time of users and library staff. It is satisfying the fourth law of library science 'Save the time of users/staff'.

Equipments:

All Equipments of all laboratories in the departments are well maintained to run experiments as per curriculum in a systematic manner by Institute fund. The major equipment's are calibrated every year during vacations (or as and when required by departments) for precise measurement.

Repair is carried out if any faults are detected. Also, a qualified team of technical staff is available for maintenance and networking facilities of computers.

The major steps taken for location, upkeep and maintenance of sensitive equipments are as follows:

- 1) Provision of UPS to ensure constant power supply.
- 2) Provision of generator-set for uninterrupted power supply.
- 3) Some of the staff members are given the responsibility for supervision of maintenance works.
- 4) The college has one permanent staff member for general electrical maintenance and maintenance of generator on a regular basis.
- 5) All laboratory instruments are serviced on a regular basis. When need arises qualified personnel are called for servicing.
- 6) Institute has 24 hours water supply connection from the corporation. The corporation water is collected at underground tank at hostel. The collected water is lifted to different part of the institute by 3HP and 5HP pumps. The hydraulics and hydraulic machinery lab will receive water from hostel and it is stored first at underground tank, then the stored water is lifted to overhead tanks for carrying out the lab experiments. The institute has got overhead tanks at places of RO plant, lavatories, labs etc. to meet the required water demand. All overhead and underground tanks are cleaned once in 2 months. Pump maintenance is done as and when required.
- 7) MCBs have been installed in locations where sensitive equipment's are located.