

## PROCEDURES & POLICIES FOR INFRASTRUCTURE FACILITIES

### **Cleaning:**

The procedure of daily cleaning and up keeping is followed and looked after by the housekeeping staff of the institute. Infrastructure maintenance checklists are regularly updated and maintained in prominent area of the institute. Housekeeping staff is responsible for ensuring cleanliness of the entire Institute and regular garden work which keeps campus clean and green.

### **Electricity:**

Generator backup facility is available to handle power failure issues.

### **Security:**

Institute's security is looked after by the private security agency in two shifts round the clock. The security guards are on duty at the institute's main gate, parking areas etc. Maintenance of following thing is carried out regular interval and annual maintenance contracts (AMC) are signed with few vendors.

### **Electrical Maintenance:**

Institute has Kirloskar Power Ltd, Generator backup for electricity with 35 KV. Generator maintenance AMC is maintained by Kirloskar Koel Ltd Services. Institute has also 5 Inverters in which 2 are online-ups which have 25 KV and 3 are offline which have 30 KV capacity and its maintenance AMC is maintained by Shanti Inverter company.

Aqua guard and Water coolers: Institute has **Water Cooler of liters capacity** .

**Air Conditioners:** Institute has A/C installed at various locations and is maintained as per the needs.

Library Software AMC: E-Granthalay, Del-net softwares available for library access. Institute has taken membership from American British Library and it access to all staff and students for E-journals, E-Books and other research articles and information.

**Rupantaran Event:** Institute conduct annual event- Rupantaran where inter sports competitions and management games are conducted.