

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Infrastructure facilities are maintained by the maintenance department. There are trained technical staffs to look after maintenance of the institution. For any kind of maintenance or repair, a duly filled signed complaint form is forwarded to the respective maintenance department which they physically examine then rectify the problem.

1. **Dry and wet cleaning** of class rooms, seminar hall, laboratories, faculty rooms, office, library, corridors and wash rooms is done daily. Daily cleaning chart is maintained for the same.
2. **Laboratory:** Sophisticated instruments and equipments usage is monitored through log books. They are cleaned, calibrated and maintained on regular basis. Major equipments are installed with power backup and serviced by the suppliers. Water taps, gas pipelines, and electrical fixtures are regularly checked by the respective laboratory and maintenance of the same is done with the help of a technical person. Fire extinguishers and First aid kits are checked regularly and their refilling is done before their expiry date.
3. **Animal house** is provided with washing and sanitation facilities. Animal rooms, corridors, storage spaces are properly cleaned with appropriate detergent and disinfectant. Washing and sanitation of animal cages, racks, and water bottles are carried out as per Standard operating procedure.
4. The gardeners are appointed for overall maintenance and care of Medicinal Plant Garden and amenity area.
5. **Library:** Books in library are accessioned, stamped and shelved according to Dewey decimal classification. Book binding is done for damaged books to prevent further damage. Institution has constituted Library Advisory Committee for smooth functioning and efficient working of library. A suggestion box is kept in the library for improving library services rendering the library user friendly.
6. **Sports complex:** The record for usage of sports and cultural facilities is maintained.

7. **Computers:** JSPM's IT Cell is responsible for maintenance of computers and network facility of the institution. A full time computer technician is available for maintenance of computers and other IT facilities. The institution takes measures to upgrade IT infrastructure as per requirement of faculty students.

8. **LCDs, Overhead Projectors** and Smart Boards: Working of these teaching aids are checked on regular basis and their usage is monitored by the use of log book.

9. **Hostel:** Hostel committee regularly monitors maintenance, hygiene and cleanliness of all facilities in hostel performed by in house housekeeping staff and supervised by rector.

10. **Canteen:** The canteen maintenance committee takes care of quality and other related issues. Waste water from canteen outlets is utilized for watering the plants.

11. **WiFi** can be controlled through Cyber roam firewall.

12. **Rain water harvesting** and Sewage treatment plant has been constructed in our campus. The waste management is executed by the garbage collection vehicle in collaboration with Municipal Corporation.

13. **Renewable Energy Source:** Solar system is available in the institute as Alternate source of energy.

14. **Diesel generators:** With capacity 160 KV for regulation of electricity and voltage.

15. **Central RO plants** and water tanks are maintained and cleaned on regular basis.