## MAINTENACE PROCEDURES AND POLICIES

The institute has a well defined system of maintenance of its physical, academic and support facilities like laboratory, library, sports, indoor stadium, computers, classrooms etc. Maintenance Supervisor and his team are involved in the maintenance of overall infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping. The workers look after the maintenance of rest rooms, approach roads and neatness of the entire premises. Housekeeping services are regularly executed and monitored. The institute has a strong system for fulfilling the maintenance needs of campus under the guidance of the director. All the infrastructure like instructional rooms, administrative area, amenities, and circulation, and academic and support facilities are maintained systematically by the team under the leadership of the director.