

#### 4.4.2

MIT maintains all the facilities and infrastructure available in the premises. Annual budget is approved by the management for the maintenance of library, laboratory, sports complex, computers, classrooms etc. Following measures are taken to have proper check for maintaining and utilizing physical, academic and support facilities.

- **LABORATORY:**

- ✓ Each laboratory is accessed before the commencement of the session for the maintenance of all the equipments.
- ✓ Replacement of the old instruments by new ones, requirement of consumable and non-consumables item, updating the softwares etc. are done before the start of the session or semester.
- ✓ Lab OC's are appointed by Head of Department to maintain the laboratory.
- ✓ The stock register for the lab is maintained. It contains record about all the consumable and non-consumables items present in respective laboratory. It is verified by team of faculty members of the department as appointed by the Head of Department.

HOD → OC Lab → LAB ASSISTANT & LAB ATTENDANT

- **LIBRARY:**

- ✓ For the maintenance of the library a committee is constituted including librarian and other members of library.
- ✓ In the beginning of the session the purchase of the text books and reference books is done as per the latest university syllabus.
- ✓ Regular monitoring of the text books, reference books, competitive examination books, journals, magazines, e-books and e-journals.
- ✓ Computerised records to avoid any discrepancy.
- ✓ The proper record of every visitors is maintained on daily basis.
- ✓ Library maintains user register to keep all user records.
- ✓ Cameras are mounted for proper vigilance and to avoid any happening.
- ✓ There is a library advisory committee to look after all the activities of library.

- **SPORTS ITEMS AND GYMNASIUM:**

- ✓ MIT is having well maintained infrastructure for sports like badminton, chess, carrom, basketball, volleyball, Discus Throw, Javelin, Shot-Put etc. All the sports items are properly maintained and checked time to time.
- ✓ All the damaged items are discarded and new ones are purchased whenever required. It is the responsibility of the MITSA in-charge and his committee members to take care of all the sports and gym items.
- ✓ Maintenance of all playgrounds, volleyball courts and badminton courts are ensured by the sports committee.

MITSA IN-CHARGE → SPORTS INSTRUCTOR → ASSISTANT

- **COMPUTERS:**



  
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- ✓ To avoid any damage due to power outages all the computer systems and other sensitive equipment (servers, Projectors, Printers, Scanners) are provided with UPS systems.
  - ✓ Antivirus and firewall are installed for the safety of the software and system.
  - ✓ In order to maintain all the computer softwares, antivirus updates are done periodically.
  - ✓ Regular maintenance of hardware items .
  - ✓ All the computer labs are air conditioned.
  - ✓ Staff, faculty members and students are provided with login credentials to access the internet facility.
- CLASSROOMS
    - ✓ Regular cleaning of classrooms to maintain hygiene.
    - ✓ Repairing or replacement of the classrooms boards and furniture are done whenever it is required.
    - ✓ Curtains of classrooms are also washed regularly.
    - ✓ Fans and lights are checked and maintained by the electrician.
- OTHER MAINTENANCE FACILITIES
    - ✓ Several committees are constituted for the proper maintenance. The faculties are appointed as the convener and members of these committees. Some of these are
      1. Infrastructure & Maintenance Committee
      2. Institute Website/YouTube/Facebook page/Twitter maintenance Committee
      3. Institute Internet Facilities Maintenance Committee
      4. Landscaping and Gardening Committee
      5. Bus and transport Maintenance Committee
      6. Monitoring Committee for Solar System
      7. Rain Water Harvesting Committee
    - ✓ CCTV cameras are installed in the institute premises for the security purpose. Security guards are appointed in order to avoid any malpractice.
    - ✓ It is the responsibility of Registrar and his team to take care of all infrastructural facilities.
    - ✓ House Keeping staff is appointed for the maintenance of cleanliness and hygienic conditions. To maintain the infrastructural, computing facilities and transportation we have sufficient numbers of staff members.
    - ✓ Cleaning through water is done every fortnight in order to maintain the solar plant.



  
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