**Procedures and policies for maintaining and utilizing infrastructure and other facilities**

The institute has a well placed policy for the installation and maintenance of all the assets including the computer systems, servers and other technical devices, computer labs, offices, classrooms, seminar halls and other assets such as sports equipments, gymnasium, lifts, buildings, etc., existing in overall infrastructure of the institute. The institute has established policies pertaining to the maintenance of overall campus starting from preparing budget for the maintenance at the beginning of each financial year to carefully allotting the budgeted amount towards the same. The maintenance of overall infrastructure is tracked by a team of committed engineers who will oversee the on-going and new infrastructure augmentation work in the institution campus. The existing infrastructure is also upgraded from time to time to suit the institutional academic requirements. The institute has also entered into contracts (AMC) with various approved vendors for periodical maintenance of UPSs, Lifts, ACs, Power Generators, Electrical equipment, etc. The institute has a backup generator to ensure seamless supply of power. The UPS systems efficiently power all the computer systems, networking facilities, CCTV surveillance systems, LAN, etc. The teams of dedicated supporting staff under the D-Group engage themselves in maintenance of cleanliness and hygiene inside the institute campus. The institute believes that library has a major role to play in the attainment of knowledge among the students and hence, the institute houses well equipped libraries and established efficient library management system through which the readers including the faculty and students can borrow qualitative books for their reading and reference. The institute has NewGenLib Library Automation Software and MasterSoft ERP to keep track of the movement of books. Our Libraries are fully computerized with EasyLib software along with Bar code system and provides book bank facility and inter – library borrowing system. Braille books are available for visually challenged students. Regular display of new arrivals, Newspaper cuttings on Career guidance, current topics in the library. The institute places orders with well known publishers and book houses for the purchase of qualitative text books and reference books which shows the updation of its library resources. The institute has qualified technical staff to assist the IT facilities on the campus.