

AMC

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institute has a definite and systematic mechanism for maintenance and upkeep of such facilities. Some of them are maintained by an Annual Maintenance Contract (AMC) given to concerned agencies, some are maintained by external agencies on demand as per the need and the others are maintained by the faculty members of the institution and skilled staff like plumber, carpenter and electrician appointed by the management. A technical person has been appointed for regular maintenance of IT infrastructure in the campus. The Information Technology Department maintains all computer-related works.

A 'maintenance register' is maintained where in complaints regarding repairs and maintenance of various facilities in the campus are registered by the staff members. These are attended by concerned technical persons on a regular basis.

Facilities like classrooms, seminar halls are cleaned daily by menial staff. Breakage if any is reported by the cleaning staff in office. Appropriate action is taken immediately. Painting of buildings is done on a periodical basis.

The following table depicts the schemes for maintenance of some very important facilities in the campus either by an AMC or by some external agency on demand basis and its typical frequency.

Facility in the campus	AMC/ Self Maintenance	Frequency of maintenance
duplicating machine, photocopy machine	AMC	03 Months
Office automation	AMC	On Request
Intercoms	AMC	On Request
Website	Self Maintenance	
Generators, Inverters/UPS, Solar systems, Aqua Guard water Purifier, Fire Extinguishers	AMC	03 Months
pest control	--	On Request
Iron gates and grills, sanitation and toilets, water supply and plumbing	--	On Request
Pumps and pump control systems	--	On Request
electrical appliances, Automatic bell system	--	On Request
IT infrastructure, Air Conditioners, CCTV network, Biometric machines, Laboratory equipments	AMC	03 Months
Water coolers	AMC	03 Months