

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The procedures and policies for maintaining and utilizing physical, academic and support facilities are done by the maintenance section of the engineering department and purchase section of the Academy. As a police whenever new procurements of equipment are made the Academy ensures that two year warranty is provided by the vender and subsequently annual maintenance contracts are signed after the expiry of the warranty and wherever necessary comprehensive maintenance contracts are executed to ensure trouble free service. In order to ensure routine maintenance of the equipment, the biomedical engineering section maintains a registry of equipment and performs routine required upkeep to prevent the downtime. The hospital and laboratory equipment maintenance requiring assistance of the company are jointly attended by the biomedical engineering and purchase section. The standard procedures being followed are documented.

The Library of the Academy has constituted a University Library committee with Vice chancellor as the chairman along with senior professors and an external senior librarian as members of the committee. This committee has prepared the procedures and policies for administrative facets of the university library. The committee meets twice in a year to ensure the smooth functioning of the library. In addition there is a library advisory committee wherein students are also members in the committee. This committee is headed the Dean and it was also representation from faculty based on cedars. It functions within the framework of the procedures and policies notified by the university library committee. Some of the salient features of the procedures include stock verification, once in 3 years, General Financial Rules of 2005 for writing off the old and missing books, journals, subscription process to be completed prior to the year of subscription of the journal. The various functional roles of these committees and library manual are available in the Academy.

Sports committee, which is constituted with Dean/Principal as Chairman, Sports Convener, Physical Education Director, faculty from various departments as members and representatives from all batches of undergraduate and post graduate students. The sports committee is headed by principal meets periodically to discuss the important maintenance issues to keep the sports activities are uninterrupted.

For the maintenance of the computers, other Information Communication Technology tools (ICT) and the software there is a department of Information Communication Technology. This department maintains registry of hardware and software available within the Academy and take-up to routine maintenance activities. There are policies and procedures for providing uninterrupted ICT support for the smooth functioning of the Academy. A few departments are given the responsibility of maintaining the common class rooms and the seminar rooms, laboratories, museums are maintained by the respective departments.