4.4.2: 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 an established system for maintaining and utilizing the physical and support facilities. Maintenance is carried out throughout the year and as when it is required.

Maintenance of different facilities:

Cleaning and sweeping: The Institution has appointed some people for cleaning and sweeping the classrooms, washrooms, lifts, surroundings etc. The office staff monitors their work and related maintenance issues.

Garden: All gardening activities in the campus like cutting, cleaning, watering, soiling etc. are handled by the concerned workers of Sri Vishnu Educational society

Security: An authorised security agency has the annual contract for ensuring safety in the campus.

Maintenance of laboratories:- The repairing and the maintenance of sophisticated lab equipments are done by the technicians of related branches.

Utilization of facilities:

Computer Lab assistants under the supervision of the System administrator maintain the college computers and accessories. Every department maintains a stock register for the available equipment. Proper inspection is done and the verification of stock takes place at the end of every year. Periodic report on requirements of repairs and maintenance is submitted by the HODs to the Administrative office.

Parking facility is well organized and utilized. The campus maintenance is monitored through surveillance Cameras

Library:-

1.   The requirement and list of books taken from the concerned departments must be informed to the HOD s. The finalized list of required books is duly approved and signed by the Principal.

2.   Suggestion box is installed inside the Library to take users feedback. Their continuous feedback helps a lot to introduce new ideas regarding library enrichment.

3.   To ensure return of books, 'no dues' from the library is mandatory for Staff and Students before relieving from the Organization.

4.   Other issues such as Library Budget, Subscription of Journals, schedule of issue/ return of books etc. are chalked out / resolved by the library committee.

5.   E-CAP (Engineering College Automation Package) software is used for Library activities

6. All the New Arrivals are displayed in Reference Section.

Computers: -

1. Centralized computer (Digital) laboratory was established to enrich the students.
2. Each Department has appropriate computer labs for the requirements.
3. Ours is the Internet and the WIFI Enabled campus.

Classrooms: -

1. The college has various committees for the maintenance the of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and others.

2. Administrative officers will take care of the student's academic requirements

Additionally:-

1. There are lab assistants in every department they maintain the stock register by physically verifying the things round the year.

2. Department wise annual stock verification is done by the concerned Head of the Department.

3. Regular maintenance of Computer Laboratory equipment's is done by the Lab Assistant and they are headed by the faculty in charge. Updated by the lab assistants.

4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of the lawns are done by the concern Employees of the Sri Vishnu Educational Society.

5. Maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband is done by CSE & IT Departments lab staff

6. Regular maintenance of the water cooler and water purifier is done regularly

7. Whenever any maintenance issue occurs, the concerned department staff member raises the issue by a letter to the office through proper channel. Then the office, brings it to the notice of the maintenance and accounts department. After proper approvals, maintenance department contacts the concerned contractors and get the estimation of the work. And after finalization of the contract, the maintenance department will get the maintenance work done. Finally, with the approval of concerned department staff, the bill is settled by the account department and the issue will be closed.