

J.D. BIRLA INSTITUTE
Departments of Science, Commerce & Management

AQAR OF 2016-2017

CRITERIA: IV

QUESTION NO.: 4.4.2

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The Institute makes provisions for budget allocations for maintenance and upkeep of the infrastructure. Funds are allocated under various heads including – block & equipments; repairs & maintenance; IT related expenditure; books & journals (for library); examination related expenses; advertisement & PR; printing; stationery and sundry; research (seed money); faculty development activities; conferences, seminars & lectures; and college functions and activities.

Compulsory and dedicated stock registers for all laboratory equipment are maintained. Annual stock verification is done for all resources. Separate laboratory and department wise stock registers are maintained respectively by the laboratory assistants and Head of the respective departments.

A full time librarian is also appointed to look into the efficient management of the library. There are full time lab assistants for necessary help and proper upkeep of the laboratories. Full-time IT personnel provide assistance for IT related issues. Administrative officer cum maintenance supervisor looks after all AMC to ensure availability and maintenance of all work areas.

Regular monitoring and checking of electrical and plumbing related repairs are also carried out. Fire safety equipment of the Institute is periodical upgraded. Any complaints are duly noted in the Maintenance Complaint register and necessary actions are taken by the Maintenance Officer. There is also provision of proper waste segregation and disposal. Outsourcing of cleaning and maintenance of water purifiers and water coolers is done.