

## 20. Policy for Maintenance & Utilization of Resources

### 20.1 Infrastructure

- The Institute has a full time House Manager with a team of supporting staff for efficient and effective supervision and maintenance of infrastructure facilities of the institute. This team looks after the regular maintenance of civil works such as electricity, plumbing, painting, carpentry and housekeeping. Also, besides the indoor facilities supervision, this team oversees the maintenance of the outdoor areas such as, parking areas, playgrounds, lawns, gardens etc.
- Maintenance of the entire campus is carried out without disturbing any academic activity.
- Annual maintenance contract (AMC) is signed for water purifier, RO, fire extinguishers, elevator, Air conditioners, and roof top solar power plant. Apart from contract workers, the institute has appointed trained electrician, plumbers, gardeners and also supporting staff for maintaining sewerage treatment plant.
- The green area of the campus is well maintained by a team of horticulturists.
- In order to improve and maintain the physical ambience of the campus, periodic painting and white washing of buildings, labs and hostels are carried out.
- There are fire extinguishers in every nook and corner of the building with trained staff to put out fire, if it breaks out abruptly. Mock drills are also conducted regularly.
- The pest control is done every year by the maintenance department
- The entire campus including class rooms, laboratories, canteen, mess etc. is under CCTV surveillance.
- Administrative offices, staff rooms, class rooms, tutorial rooms, seminar halls, laboratories are kept cleaned and maintained by supporting staff.
- Wash rooms and rest rooms are well maintained by housekeeping staff. Dustbins are placed in each office and in corridor of each floor.
- The benches and windows are cleaned and mopping of the class rooms is done every day.
- A proper record is maintained centrally having details of all the day to day maintenance work.

### 20.2 Laboratories

- Students are assigned lab hours as per RTU teaching scheme and as per time table they perform their experiments in prescribed lab in the supervision of faculty member and technical staff.
- In lab, technical staff maintains a proper record of experiment/ equipment allotment to the students. Students are required to handover all the accessories issued to them for performing experiment to the technician after lab hours.
- All the laboratories are under CCTV surveillance for security and safety.
- The laboratory equipment are under the supervision of staff and faculty members, lab technicians and they are being given the responsibility for the maintenance of equipment.
- Initially the technical staff associated with laboratory tries to repair the equipment as and when required and the same is communicated to the respective HOD. The institute prefers to contact equipment manufacturers for any job that seems intricate and where technical expertise is deemed to be a prudent solution.

- Lab Technician/assistant keeps proper record of day to day maintenance work
- Lab-in-charge maintain record the details of consumable and non-consumable equipment in registers duly verified by competent authority and HOD.
- Different committees of faculty members are constituted for physical verification of all the laboratories and physical facilities at the end of each academic session. The report of the same is then forwarded to Director (Academics) for further action as per need. The non-repairable items are write-off through proper procedure.
- Lab in-charge make a list of repairable/non repairable equipment on the basis of which new requirements are forwarded to purchase departments at the end of the each academic session.
- Maintenance of computers is taken care of by the computer department.

### 20.3 Sports

- A full time sports officer is appointed to handle the matters and concerns related to sports.
- Sports officer prepares a list of required sports equipment which is then forwarded to registrar office for approval.
- Sports committee has responsibility of organizing- planning, executing and conduct of sports events without disturbing academic calendar.
- It is the responsibility of sports officer and team to maintain sports ground and material.
- Students are permitted to utilize and take sports material with prior notice to the sports officer and in this reference a proper register is maintained.

### 20.4 Library

- All the students, faculty members, and employees of the institute are normally entitled for membership of the library. Their entitlements in terms of number of books that they can borrow and the permissible loan period is given below:

<b>Description</b>	<b>No. of Books</b>	<b>Period of Loan</b>
Teaching Faculty	15	For whole semester
Non-Teaching/Technical staff	5	For whole semester
B.Tech. Students	3	21 Days
M.Tech. Students	4	21 Days
Research Scholar	4	45 Days

- Books or any teaching material are issued to the students against the submission of library card. Library card are valid for one academic year for students. In case of loss of library card, new card is issued only after proper checking.
- If the books are lost, then the borrower replaces the book after getting permission from chief librarian.
- The Reference Section in the Library functions on all working days. Reference books are not allowed to be lent out.
- Publisher Catalogues are frequently sent to the committee members for selection and recommendation of new books.
- SKIT library organize annual exhibition of books, reputed publisher has displayed their latest titles and the faculty and student recommend the books during the exhibition.

- The books purchased from the special grant of the Social Welfare Department, Rajasthan State govt. are kept in **SC/ST & BPL Category Book-Bank**. Books are issued only to SC/ST students. If there is, no demands from SC/ST students only then the books are issued to weaker general category students from this book bank. The SKIT Library also provides books to students of BPL class.
- The library maintains a register where user can register required books which are currently issued to other users. Such users are informed promptly on phone as soon as the current borrower returns the books.
- If any book is not available in the institute's library, it can be provided to the reader by procuring it from other library through DELNET.
- Stock verification of library books, journals, magazines etc. is carried out once in a year.
- Central library remains open from 8AM to 8PM on Working Days and 10:00AM to 5.00PM on Holidays.