



A. Upkeep and Maintenance of Institutional Facilities

The Institute provides adequate funds for the upkeep and maintenance of all institutional facilities to ensure that infrastructure and learning resources are provided to the students in the best possible conditions. This enables the Institute to maintain proper functionality and derive maximum value out of the available resources.

Maintenance activities in the Institute are classified under the following categories:

- **Planned maintenance** – This is performed at the Institute in the following manner:
 - o Servicing of UPS, AC, FAX machine, water purification system, water cooler, and water tank is done through Annual Maintenance Contracts (AMC). The date of cleaning of the water coolers is documented on each cooler.
 - o Maintenance of generator, Xerox machine, transformer, fire extinguishers, and electric motors is done through a paid service as and when need arises.
- **Major, minor, and emergency repairs** – These are unplanned corrective maintenance operations that are carried out as and when the need arises. It includes painting, plastering, leakages, repairing fittings and fixtures, polishing and painting of furniture, replacing of cushions and covers. The Institute employs a full-time plumber and electrician to ensure that all necessary repairs take place without loss of time.
- **Daily cleaning activities** – The Institute employs contractual staff to perform the daily cleaning activities. A daily cleanliness report is prepared and submitted to the director.

B. Maintenance of Infrastructure Maintenance:

The major steps taken for location for location, upkeep and maintenance of sensitive equipment are:

- **Voltage Fluctuations:** All computers are connected to a UPS to prevent damage due to voltage fluctuation. The UPS are located in well-ventilated areas to prevent damage due to over-heating.
- **Constant supply of water:** The Institute has a municipal water line. One water tank of 50,000-liter capacity has been built to store water from the municipal water supply. Four water coolers connected to the tank are available with water purification systems to ensure constant supply of potable drinking water for staff and students. In addition the Institute has a bore-well which is used to draw water for lawns and maintenance of gardens.
- **Computer labs and servers:** To protect the computers from variations in temperature, air conditioners have been installed in all computer labs and server room.