

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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Infrastructure Maintenance Procedure

- All the works that need to be attended are written in the complaint Register and the supervisor or Administrative office will initiate necessary action and follow ups.
- Greenery, Lawns, Trees are watered, trimmed and maintained by the Gardener and helpers under the supervision of the supervisor. The Manure for the gardening is prepared organically at the college campus.
- The staff, students and visitors have to park their vehicles as per the parking space allocated at campus, which is monitored by security team.
- Annual Maintenance carried out whenever it is necessary.

Laboratory Equipment maintenance:

- Laboratory in-charge, laboratory instructor with the help of laboratory attendant maintains the equipment and machineries of each lab.
- As per the requisition raised by the instructor/faculty handling the particular lab will prepare the list of component/consumables/non consumables and or equipment's to be procured / serviced for the respective lab before commencement of academic year. The same will be forwarded by Head of the department to the management for further process.
- Periodical maintenance, calibrations repairing of equipment's will be carried by lab instructor and the same will be entered in service register. The external service person will be called when equipment's are non-serviceable in-house.

Computers

- It is maintained by System Administrator.
- As per the requisition raised by the System admin and faculty in charge who handles the particular lab will prepare the list of Consumables/Non Consumables and Computers to be procured/ serviced for all the computer laboratories before commencement of academic year. The same will be forwarded to Head of the department for further process.
- Inspection and servicing activities are being carried out once in semester.
- Stock verification is done at the end of each academic year.

Library

- Librarian receives the requisition from each department before the start of academic year and finalizes the list of books required for the two semesters with the help of library committee.
- Depending on the requisitions raised, 3 vendor's quotations will be collected, compared and evaluated for the best price by the library committee.

- The statement is prepared and sent for the approval of the Purchase Committee and then to the Principal.
- The accession numbers are assigned for the Books procured and entry is done in the accession register.
- The books are issued to the students for 15 days duration and to be renewed if required the same book.
- Library Audit will be conducted once in a year to check the status of books and to prepare weeding list.

Class Rooms

- House Keeping department will maintains and cleans the class rooms regularly.
- Any shortfall or broken furniture or fixtures will be intimated to Administrative officer through HOD by Housekeeping supervisor.

The Administrative officer with the principal approval does the necessary actions.