

Procedures and policies for maintaining and utilizing physical, academic and support facilities – NNRESGI

Predefined procedures are available and executed within the Institute for the utilization and maintenance of its physical equipment like Laboratories, Computers, ICT tools provided in the class rooms & the facilities like Sports, library and other medical services. To name few Standard Operating Procedures (SOPs):

1. SOP for General Maintenance: Maintained by Engineering Cell, Security Wing
2. SOP for Stock Verification :
3. SOP for maintenance of Computers and Networking
4. SOP for EPABX and Telephones
5. SOP for Electrical equipment maintenance
6. SOP for Mechanical maintenance
7. SOP for Civil maintenance
8. SOP for Procurement of Diesel for power house
9. SOP for Procurement of consumables for Academic and Research labs

The Laboratories are well maintained on regular basis as per the scheduled due dates which generally fall in non-performing days. Most of the technical issues related to data processing units like computers in the departments get addressed by the concerned computer operators who are well qualified and trained to the specific task.

The Library keeps on updating its books repository on yearly basis in accordance with the changes in the curricula. Inputs from the student and faculty are received in the prescribed format for the procurement of books which cover the topics beyond syllabus on the approval of library committee. The library committee meetings are held at the frequency of 3 months to discuss on the upgradation of the library in terms of procuring the technical and non-technical books.

The sports equipment are serviced on the need base in the supervision of Physical Director. The play grounds are well maintained by exclusive groundsmen and kept ready for use.

Stipulated procedures are documented and executed for the maintenance of the computer systems. The data processing units like computer are frequently upgraded to the next versions to have compatibility with advance research and academic projects.

As all the classrooms in the institute are ICT enabled, exclusive personnel is dedicated for the continuous monitoring and maintenance to keep the equipment in good condition. Backup ICT units are kept ready to handle scheduled outages and any unforeseen damages so that the classroom functioning does not get affected.