

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

- Vellalar Educational Trust, Estate office, Hostel office, Physical education and Green forums oversee the maintenance and sustenance of works related to infrastructure, Hostels, Sports, Civil and Solid and Liquid waste management.
- Science, Research and Language Labs: Lab Assistants in consultation with the faculty concerned maintains the inventory and undertakes stock registering, calibration and overhauling on a regular basis. The equipments are kept clean and functional and the students are guided by the Assistants to handle them safely and to upkeep the Registers. Chemicals and mixtures are kept safe in a locked room. Breakages are duly registered by the faculty concerned. Oral request facilitates intra-discipline exchange of articles. Demo and practical halls are securely fastened after the procedures.
- Library is stacked up with new entries on demand from faculty and students; the feedback from the suggestion box helps enriching the read-shelves; digital record of visitors is done daily and library committee supervises the usage proceedings. Books found unusable are checked for reviving or to be stacked separately. Back volumes of the journals are bound and sent to the departments for research reference. Regular pest control measures are undertaken with eco-friendly mixtures. Reprographic facilities are extended to all the visitors. Library protocol with regard to silence, mobiles, footwear and personal belongings are strictly adhered to. Issuing books and overdues are proceeded as per library thumb rules. E-Library, resources, NDLI, INFLIBNET, NAD Repository etc., are the best practices of the library.
- Sports: Indoor and outdoor play-space are maintained as per specifications; the PDs guide the field assistants to prepare the ground for training and events.
- A Spacious Gym is open for the faculty and the students beyond the working hours. Play courts are regularly checked for maintenance and the required sports items are effectively reinforced.
- Computers: Updated and upgraded systems and versions facilitate fast learning and career plans. Corporate integrants guide the students in career choice and career mobility. The institute has provided n number of computers in labs and upkeep is done through AMC and by calls. Dysfunctional system are collected by the E-Waste agencies.
- Classrooms: The institute engages building experts to check the strength of the building and the infrastructure is periodically inspected
- The institute has an expansive Auditorium where international and national seminars and conferences are organized. Seminar Halls are used for multidisciplinary discussions and exchanges.
- Data Centre controls centralized database management system and all institutional data are pooled for ready reference.

- Waste Management: Bio-gas plants and Incinerators are installed and properly maintained by the trained staff
- Energy Management: Qualified and trained personal keep a regular check on gadgets like UPS, Generators, Lifts, Fans, Projectors, AC and Acoustics.
- Energy Audit consolidates the power requirements and power-off on specific hours facilitates energy conservation. Solar energy is also harvested for hostel inmates.