

2.6 Maintenance of Academic Facilities

1. Purpose

- To provide and maintain the academic facilities.

2. Scope

The institute has created a policy which covers:

- Procurement and augmentation of required physical academic facilities.
- Utilization and maintenance of academic facilities including ICT, Laboratory equipment, etc.

3. Responsibilities

- The Dean (Administration) oversees the maintenance of academic facilities in every department.
- Heads of the department take active role in the maintenance of academic facilities in their respective departments.
- Lab technicians maintain the lab equipment.
- System administrator maintains computer systems, servers, software licenses, LAN and Wi-Fi, etc.

4. Procedure

- Before commencement of the academic year, Head of the institution reviews the utilization and maintenance of academic facilities.
- All the laboratory equipment is being utilized as per the curriculum need. The laboratory technicians maintain the record of utilization of the laboratory facilities. Maintenance issues are resolved by the laboratory technicians/service engineer concerned and maintain the record.
- The maintenance issues of ICT tools are resolved by the system administrator.
- Dean (administration) monitors the maintenance of general academic facilities.
- Stock verification of lab equipment is done by senior faculty deputed from other departments in every academic year and report is submitted to the Head of the institution.

5. Reference

Aditya Engineering College - Policy Handbook.



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