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**Criterion 4 – Infrastructure and Learning Resources**

**4.4 Maintenance of Campus Infrastructure**

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Civil Infrastructure Maintenance**

Adequate Human resources are appointed exclusively for maintenance and upkeep of campus infrastructure. A maintenance supervisor and maintenance assistances (electrician and plumber) assist in upkeep and maintenance of infrastructure facilities. These personnel are available 24 X 7 to monitor the maintenance. The cleanliness of the campus and the hostels is out-sourced to a contractor who reports to the supervisor.

The institute outsources the maintenances of infrastructure facilities. Following is the list of Annual maintenance contracts.

- Annual Pest Control Service Contract
- Fire Systems Maintenance
- Elevators Annual Maintenance
- UPS
- Water Tank Cleaning
- Drinking Water Testing

AMC (Annual Maintenance Contract) is signed with these respective agencies for preventive and corrective maintenance. Security of the institute is assigned to external agency. The institute has a vegetable garden which is maintained by the gardener appointed by the society.

**Maintenance of Equipment & Computing Facilities:**

The institute has dedicated staff that overlooks the maintenance & upkeep of equipment & computing facilities of the institution. All the standalone and dedicated computers and network systems connecting these computers are taken care of by the respective departments, system department and technical assistants. All the electrical and electronics equipment deployed in different

positions in institute are looked after by the team of electrical maintenance staff consisting of electricians and engineers. Routine computer maintenance, software installations, networking are handled by respective Department. Anti-virus software is purchased and is renewed annually for the smooth working of all the computers in the institute.

### **Library Stock Maintenance System:**

#### **Collection of Stock:**

I<sup>2</sup>IT Central Library is holding the physical collection of more than 10,500 books (as on 19.10.2018), it subscribes to 41 current print journals/Technical magazines of national as well as international repute and having more than 600 CDs/DVDs as a part and parcel of its collection.

#### **Arrangement of Stock:**

The stacking arrangement of the books in the library is been done with the help of Dewey Decimal Classification (22<sup>nd</sup> Edition) and it is been arranged according to the branches/courses the institute runs; respective guide cards displaying the subject name and location code on each stack is been placed for easy searching of books in less time; whereas the stacking arrangement of Periodicals are arranged in alphabetical order by its title of the journal and technical magazines separately; as far as CDs/DVDs are concerned they are arranged in CDs/DVDs cases as per the sequence of its arrival.

#### **Process:**

To keep a proper track & maintenance of the library books, every year I<sup>2</sup>IT Central Library conducts the physical stock verification of books termed as 'Stock Verification Process'. It is been conducted with reference to the norms specified in the "**General Financial Rules: 2005**" issued by the **Ministry of Finance, Department of Expenditure Government of India** (<https://www.finmin.nic.in/general-financial-rule>). It is been advised to all the libraries whether it is public, academic or special library to conduct the physical stock verification of library books as per their stock collection range.

A thorough stock verification has been conducted by I<sup>2</sup>IT Central Library usually in the month of June every year; wherein there is a vacation time for the students and library gets the maximum period to conduct the stock verification process smoothly. The books circulation counter has to be kept closed during the process to keep a proper track on the status of each and every book of the library correctly. The physical stock verification process is been conducted with the help of 'Bar Code Technology' using 'Microsoft Excel' & library management software; with the help of the

latest technology library can conclude the entire process within the stipulated time and with the help of less number of staff.

The institute has large open grounds for cricket, volleyball and basketball and a gymnasium utilized by the students. Maintenance of all these Sport facilities is taken care of by Physical director.

**For more information please refer following links:**

**Annual Maintenance Contracts (AMCs) :** [http://isquareit.edu.in/NAAC/4.4.2\\_3.pdf](http://isquareit.edu.in/NAAC/4.4.2_3.pdf)

**Library Stock Verification Report :** [http://isquareit.edu.in/NAAC/4.4.2\\_4.pdf](http://isquareit.edu.in/NAAC/4.4.2_4.pdf)

**Sample Equipment History Card :** [http://isquareit.edu.in/NAAC/4.4.2\\_5.pdf](http://isquareit.edu.in/NAAC/4.4.2_5.pdf)

**Sample Deadstock Audit Report :** [http://isquareit.edu.in/NAAC/4.4.2\\_6.pdf](http://isquareit.edu.in/NAAC/4.4.2_6.pdf)