

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

The College ensures regular maintenance and upkeep of all infrastructural facilities. Regularly holding regular IMC meetings to approve necessary purchases for maintenance of College infrastructure. Admin Incharge supervises the maintenance work carried out by trained in-house experts. Maintenance is also outsourced to appropriate external agencies. Furniture and equipment are purchased on regular basis as per the requirements comprising of faculties.

Classrooms: All classrooms are enabled with ICT tools to supplement the teaching-learning process. HOD, Faculty, Comp Lab Asst look after the ICT related work and maintenance of the classrooms by Adm Incharge.

Anchor Hall: Well equipped with audio visual aids with 300 seater, AC, Interactive Display Board to conduct Seminars, workshops, lecture sessions and etc.,

Laboratories: All the labs are equipped with state-of-the-art instruments. Maintained by Faculty Incharge and Lab Attendant. Periodical service and maintenance of equipment are done and records are maintained. SOPs are maintained in all labs.

Computer Lab: Computer lab Asst is responsible for maintenance and functioning of the lab, network facilities in the College. He/She also look up-gradation, internet, biometric services, procurement of hardware and software and other items related to computers.

Library: Librarian look after the functioning of the library. At the time of admission students are issued digitized library cards which will be valid till their final semester. Internet facility is provided in the library and students can access the facility for availing e-resources and other web based information. It also has AC in the reading rooms and working area with power backup facilities. Annually library books are updated, barcode for the books, enabled with e-digital facility. Maintained the log book register.

Sports complex (indoor and outdoor): The College has a standard ground including volley ball and basketball courts where outdoors sports activities are held. The college also has an indoor stadium for badminton, table tennis etc. The faculty supervises the Grounds-men and Grade IV staff assigned for maintenance and repair works.

Cafeteria : Hygienic food is made available. The catering has been given to outsource vendor.

Hostel : There are separate hostels for boys and girls. Students are absolutely safe and secure. There is a mentoring system to address any issues which students are faced with. There are clear-cut guidelines for entry into the hostels to ensure that students are safe. They have access to Faculty Warden, Faculty, Registrar and Principal to address issues round the clock if required.

Health Centre: The health centre of the Institute is governed by the in House Nursing Asst. The health center has one functional bed and has enough space to cater the needs of the patients. It is utilized by students of AIHMCT and the staff members staying in the campus.

Security: The Security of the Institute is headed by the Registrar. He is supported by the Adm Incharge He assigns the duty to the security guards to control and monitor the Institute the campus. Security Guard takes care of the accountability of students, employees, visitors management, and accountability of all out source employees.

Electrical Maintenance: The electrical maintenance section is headed by an Electrician. He is supported by Adm Incharge. Diesel Generating Sets of 62.5 kVA - 2Nos. are used as an alternate source of power during grid power failure.

College Campus : The College has a team of efficient and experienced gardeners to maintain the lawns and flora of the College.