**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.**

The institute has a established systems for maintaining and utilizing the physical and support facilities. Maintenance is carried out throughout the year and as and when required.

Institute has appointed external agencies for maintenance of infrastructure, equipment and other facilities such as lifts, fire extinguishers, fire systems, generator, UPS, air conditioners, water purifiers, water coolers, photocopy machines, laboratory equipment, computer systems. Some of them are maintained through an annual maintenance contract.

To maintain internet connectivity and CCTV security system, GST has a team working under the network and system administrator. For electrical repairs, the institute has a regular electrician on campus. For other repairs and maintenance, there is a set procedure that is followed by the institute. The request for repairs and maintenance is entered in a register at the Institute level which is then discussed by the administrative staff with the HOD and the Principal. Minor repairs of the equipment, computers etc. are done in-house by the technical staff. For maintenance by an external agency, quotations are called from multiple vendors and finalised by the purchase department. The purchase requisitions are raised by the departments followed by purchase orders, invoice preparations etc.

For major civil works the estate committee, consisting of the Head of the Institute, estate manager and management representative decides the course of action.

**Maintenance of different facilities:**

**Cleaning and sweeping:** An authorised external agency has the annual contract of cleaning and sweeping of the passages, classrooms, washrooms, lifts, surroundings etc. The office staff monitors their work and related maintenance issues.

**Network system:**The Institute has a team of qualified people under the CIO and network administrator for maintaining computer systems, software, licences etc. and networking facilities like WI-FI & LAN.

**Overhead and underground water tank:** The estate manager takes care of the cleaning of the overhead and underground tanks regularly on-call basis.

**Garden:** All gardening activities on the campus like cutting, cleaning, watering, soiling etc. are handled by the contract employee.

**Security:** An authorised security agency has the annual contract for ensuring safety on the campus.

Institute has appointed external agencies for maintenance of infrastructure, equipment and other facilities such as lifts, fire extinguishers, fire systems, generator, UPS, air conditioners, water purifiers, water coolers, photocopy machines, laboratory equipment, computer systems. Some of them are maintained through an annual maintenance contract.

**Utilization of facilities:**

Lab assistants under the supervision of the System administrator maintain the efficiency of the college computers and accessories. Every department maintains a stock register for the available equipment. Proper inspection is done and verification of stock takes place at the end of every year. Periodic reporting on requirements of repairs and maintenance are submitted by the HODs to the Administrative office.

Parking facility is well organized and utilized. The campus maintenance is monitored through surveillance Cameras. Housekeeping services are regularly executed and monitored.

Thus, a smooth, systematic and orderly learning environment is ensured with maintaining & utilizing the physical, academic and support facilities.