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.

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

- Annual Pest Control Service Contract
- Fire Systems Maintenance
- Annual Maintenance of Elevators
- Maintenance of 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 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 all the computers in the institute.

Library Stock Maintenance System:

I^{2}IT Central Library is holding the physical collection of more than 10,500 books and has subscription to 41 print journals/Technical magazines of national as well as international repute.

The stacking arrangement of the books in the library is been done with the help of Dewey Decimal Classification (22nd Edition); 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.

To keep a proper track & maintenance of the library books, every year I^{2}IT Central Library conducts the physical stock verification of books termed as ‑Stock Verification Processø A thorough stock verification has been conducted by I^{2}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 physical stock verification process is been conducted with the help of ‑Bar Code Technologyø using ‑Microsoft Excelø & library management software..

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.