

1. Policy document for Maintenance of an assets of the Institute:

- The Institute has Annual Maintenance Contracts for Lift, UPS, Genset, as well as for the website. Apart from these, the repairs and maintenance work at the Institute is done as required from time to time.
- The Department which is in need of repair and maintenance work has to inform the details of the maintenance work with the Director and Maintenance In-charge of the Institute.
- This requirement will be then verified and accordingly the appropriate action will be taken.
- Maintenance In-charge will then inspect the site and give the estimate for completing the task.
- Once the task is completed, Bill will be processed through the concerned authorities and forwarded through Director for the final payment.
- The college has Annual Maintenance Contracts for Security.

2. Policy Document for the usage of classrooms, Computer Laboratories and other facilities:

- Classrooms are allotted as per the student strength.
- Stock register is maintained and updated regularly for the equipments available in the classrooms and computer laboratories.
- The class room which has smart board is allotted by the Dean, PGP. This class room is usually made available for various Guest sessions.
- The computer laboratories are allotted to the students as per their curriculum requirement; Dean PGP prepares the schedule for allocating the computer labs to the students as per the timetables.
- The maintenance of computer laboratories are taken care by the in-house employee appointed as assistant, computer lab.
- All outdated and under configured computers are disposed
- Additional requirements, if needed are processed through Director and Director General and Purchase committee of the institute after considering the annual budget of the institute.

3. Policy Document for Usage and Maintenance of Library

1. The book list as per the suggestions from the students, faculties and management is reviewed by the management.
2. The students are instructed to procure an Identity card to access the library.

3. Each semester/trimester, a book bank is given to the students which contains book for each subject.
4. There is a separate section on Reference Books which is available only for reading in the library.
5. Each student is allowed to take one book for the period of 15 days.
6. Each faculty borrows 15 books for each semester.
7. If student fails to return the book in time, fine has to be paid by the student.
8. All the functions of library i.e. book borrowing and lending etc. are monitored by fully automated Koha version (18.11.09.000) library software.
9. Students can utilize the library daily on all working hours from 9.00 am to 5.00 pm as per their timetable.
10. The library has digital library where the institute has installed 4 computers which students can use to collect the digital information. The institute has circulated password for J-gate on their website.(indsearch.ac.in)Every student can access online journals and magazines through Digital library.
11. Periodically, conditions of all the library books are monitored and old books are maintained by binding the books if needed.
12. If any books are found missing through students they are fined as per the cost of book.

4. Policy Document for writing-off of the asset of the Institute

1. Equipments which are beyond repair or have lost functional significance are reviewed periodically by the management.
 2. Committee members personally check the equipments and convey the decision for further action like repair from outside agencies or write-off to higher authority.
 3. For writing -off of equipment, Dead Stock Register records are updated and same is authenticated by the authorities.
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