

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

AITAM has all necessary infrastructure facilities as per AICTE and UGC Norms. The campus has SIX Blocks named as A,B,C,D,E and F in which all the departments are housed with TWO Drawing halls , RD Labs for every Department and FOUR Workshops. Besides, it has a Canteen, Well equipped Gym, Cricket ground, Volleyball court, Handball Court, Foot Ball court and Open area for other Sports Games, Car Bike Parking facilities, Three Boys Hostels, Two Girls Hostels and a Clinic. AITAM has student support facilities such as Student Activity Centre (SAC), Career Guidance Cell, Training Placement Cell, Entrepreneurship Development Cell, Business Incubation Centre, AP Skill Development Centre, Industry Institute Interaction Cell and Hobby Clubs.

The planning, development, management and maintenance of physical, academic and support

Facilities such as laboratory, library, sports, computers, classrooms etc., are being monitored by Dean (Administration planning) assisted by Estate Manager and Maintenance Staff. Schedules are prepared for breaking down maintenance and preventive maintenance as per Warranty and Guarantee Cards of the particular supplier. However there is an established system and procedure given below to be followed by Each Department.

1. Any minor or major repair/ problem is to be complained in written duly signed by the concerned HoD including Library to Dean (Administration planning).
2. Dean immediately forwards the issue to the Estate Manager and asks him to visit the place along with his maintenance staff and rectify if it is a minor.
3. If it is a major repair /problem, estimated cost is prepared and submitted to Director duly signed by Estate Manager with a copy to Dean (Administration Planning).
4. As per Director's decision, the problem will be solved within a week.
5. Finally feedback on work satisfaction by maintenance staff along with the date time will be filed and updated from time to time.
6. There is a Committee which conducts meeting once in three months and discusses breakdown and preventive maintenance issues and suggests accordingly. Sometimes, a surprise visit is also taken up to assess the work done.

A separate computer maintenance team handles the departmental requirements. For every computer centre, a programmer / technician is recruited and a faculty member is made as the in-charge. An exclusive department with 06 hardware engineers functions to cater to the needs of day to-day computer maintenance. However, minor software and hardware problems are handled by concerned lab technicians. The central library has its human resource and the Departmental libraries are maintained by office assistant and a faculty In-charge. Yearly stock verification is taken up by library committee members during summer break and Add/minus books yearly as per requirement based on the students feedback and HoD's recommendations.

All the departments take care of timely maintenance of the laboratory equipment. Most of the maintenance work is completed during summer break which is closely monitored by Heads of the Departments.



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