

## **CRITERION – IV**

### **INFRASTRUCTURE AND LEARNING RESOURCES**

**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 development and maintenance of infrastructure at Adithya Institute of Technology (AIT) is a key focus area for the management, emphasizing the creation of a user-friendly and eco-friendly campus environment. The institute ensures the upkeep of its facilities through well-established functional divisions, each with specific responsibilities. A dedicated and adequately staffed housekeeping division is responsible for maintaining cleanliness, hygiene, and an overall pleasant ambiance in classrooms, laboratories, libraries, administrative offices, and restrooms.

AIT has a comprehensive infrastructure maintenance policy that aligns with the requirements of statutory bodies, ensuring both the quantity and quality of campus facilities. This policy encompasses various aspects, including:

**Quality and Cost Management:** Ensuring the infrastructure is maintained efficiently while managing costs.

**Upgradation:** Regular updates to facilities as needed.

**Inventory Control and Asset Management:** Each piece of equipment is assigned an inventory number, and an asset register is maintained for accurate tracking.

**Preventive and Corrective Maintenance:** Regular cleaning, preventive care, and corrective actions are carried out, with annual maintenance contracts in place. The equipment is also insured against damage or theft.

**Documentation and Record-Keeping:** All departments are required to maintain detailed records of infrastructure, equipment, software, books, and other assets in the Stock Register.

To ensure effective infrastructure management, all departments must adhere to the following procedures and guidelines:

**Regular Cleaning:** Routine cleaning tasks are conducted as per defined checklists.

**Inspection and Maintenance:** Equipment, particularly in labs, undergoes regular inspections, periodic maintenance, and necessary lubrication.

**Preventive Maintenance:** Maintenance is performed according to scheduled timelines, and records are maintained to track these activities.

**Annual Maintenance Contracts:** The institute ensures that contracts for equipment maintenance are in place, with proper records of service and maintenance.

**Corrective Maintenance:** Any required repairs or corrective actions are logged and followed up with appropriate documentation.

By following these practices, AIT ensures a high standard of infrastructure quality, safety, and sustainability across its campus.

**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.**

<b>Metric</b>	<b>Parameter</b>	<b>Link</b>
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.	<a href="#">4.4.2 Proof</a>