



SRINIX COLLEGE OF ENGINEERING, BALASORE

(Approved by AICTE, New Delhi & Affiliated to BPUT, Rourkela, Odisha)

NAAC Accredited Institution

At-Ranipatna, P.O./Dist.-Balasore-756001, Odisha

Mobile No.: 8763458620, 9438083652

E-mail : principal.srinix@gmail.com, principal@srinix.org, Web : www.srinix.org

4.4.2



Letter No. 1213/SCE/2023

Date 30/12/2023

PROCEDURES & POLICIES FOR MAINTAINING AND UTILIZING ACADEMIC & SUPPORT FACILITIES

As per the rules and policies of the institution, all the stakeholders have fair opportunity to access and use physical, academic and support facilities like auditoriums, laboratory, library, sports complex, computers, classrooms etc. of the college.

Maintenance

Housekeeping and cleaning of the classrooms and all physical spaces are done on a regular basis with housekeeping logs. The requirement for repair/maintenance/troubleshooting of equipment/facilities is reported by the concerned stakeholder to the Maintenance In-charge. Once approved, the request is placed in the Maintenance Register kept with the Head of the department. When the cost of repair exceeds Rupees Ten Thousands, the Maintenance In-charge seeks the sanction of the management committee through Principal. The Finance Officer verifies the register regularly and assigns the tasks to the concerned Department. The department has technicians, masons, electrician cum plumbers, carpenters and housekeeping staff to ensure the maintenance and cleanliness of classrooms and related physical amenities. Once solved, the concerned trouble shooter countersigns against the respective entries.

Utilization of Extraordinary Infrastructure

To avail and utilize special physical facility/infrastructure like seminar halls, auditoriums, conference halls, a request cum proposal is placed to the Principal for further action.

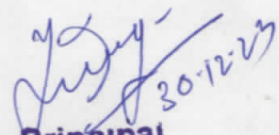
Library

List of new books requested by the Head of the Department in consultation with the Department staff is submitted to the Principal for approval and then the list is forwarded to the Librarian which is forwarded to the Purchase Committee. The Library remains open on working days from 10:00 am to 8:00 pm. The use of library and its facilities is governed by the rules of the Library.

ICT Facilities

The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management.




Principal
Srinix College of Engineering
Balasore



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Laboratory

Laboratories in departments of Mechanical, Electrical, Civil and CSE, Physics, Chemistry, Computer Science, English, Computer Application directly under the custodianship of respective Departments and its heads. Lab maintenance staff is responsible for regular maintenance of facilities. Rules and regulations to utilize them are displayed at the entrance of laboratories. Log Registers are maintained in every lab.

Sports Complex

The College has a playground, playing courts for Long Tennis, Basketball and a health gym cum physical fitness centre. Coaches for respective events have been appointed by the college. The use and training of sports facilities regularly takes place in the sports complex under the supervision of Sport In-charge and coaches.



[Signature]
30.12.23
Principal
Srinix College of Engineering
Balasore

Library

List of new books proposed by the Head of the Department is submitted with the Department staff is submitted to the Principal for approval and thereafter list is forwarded to the Librarian which is supervised of the Purchase Committee. The Librarian maintains open the library from 10 AM to 4 PM. The use of library and its facilities is provided by the staff of the library.

ICT Facilities

The ICT smart classrooms and all other computer related facilities are maintained by the technically skilled experts appointed by the management.



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Principal
Srinix College of Engineering
Balasore