

## GLOBAL GROUP OF INSTITUTES, AMRITSAR

### MAINTENANCE POLICY & PROCEDURES

Adequate systems and procedures have been put in place for maintaining the infrastructural facilities. All the maintenance is carried under supervision of Estate Officer.

The lab in-charges are responsible for the maintenance and upkeep of their respective labs. Preventive and Breakdown Maintenance for Lab equipments and Networking is done by the dedicated technicians in the labs. Technical Aids such as Multimedia Projectors, Laptops, desktops, printers, Wifi, LAN etc are maintained by IT Department.

In library corrective actions viz. binding, repair of torn pages, etc are undertaken to preserve the books for long. Dedicated computers are available in the library for students to watch NPTEL videos, and access e-resources through DELNET and J-Gate.

There is also regular inspection and maintenance of sports infrastructure including all its grounds. There is also Horse Riding Club which is supervised by trainer and supporting staff. Maintenance of cleanliness and repairs of furniture and fittings in classrooms are handled by the Administration.

There is regular inspection for any paint job, broken window panes, water leakage, damage done by termites, pests etc and the needful is done immediately.

An uninterrupted power supply 24x7 is ensured with electric generators, solar plant to ensure that students get uninterrupted power supply.

*Shelby*