



MAINTENANCE OF ACADEMIC SUPPORT FACILITIES

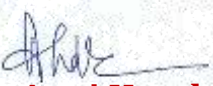
**INSTITUTE FOR EXCELLENCE IN HIGHER EDUCATION
BHOPAL, M.P., INDIA**

POLICY

Academic support facilities will include Library, Laboratories, Equipment, Classrooms, ICT infrastructure, LMS, and Human Resource in the form of Guest Experts

- A designated fraction of the budget allocation should be utilized for maintenance and up gradation of the academic support facilities
- The Institute should enter into service contract for servicing of equipments
- Software of the equipments should be updated periodically
- Hardware peripherals of the equipments should be periodically checked and replaced if required
- Institute should appoint a Regular Faculty not less than the designation of Professor as the In-charge of Central Research Laboratory (CRL).
- A definite mechanism should be chartered for making CRL available to Research scholars and Teachers from other Institutes, including University departments, Engineering Institute and other Institutes in the near vicinity.
- Electronic manuals and paper copies of manuals of all the equipments should be made available to all the users.
- Every department of the Institute will promote interdisciplinary research and use of equipments
- ICT infrastructure includes computers, Hardware, software and Cloud space. Institute would be liable for periodic maintenance of ICT Infrastructure.
- IT Cell of the Institute will be responsible to provide updated ICT infrastructure to all the departments across the Institute. IT Cell will work in close Coordination with IQAC.

- All the departments would invite guest experts for academic activities and will provide for honorarium/ remuneration as per norms defined by DHE/ UGC.
- Institute will be liable for optimum utilization of Physical Infrastructure as well as academic infrastructure and Human Resource available in the Institute.
- Institute Classrooms could be used as activity rooms after the class schedule. Classrooms can be utilized for exhibitions, presentations and as preparatory rooms after the classes are over by reorganizing the movable furniture available in the classrooms
- Conference hall can also be reorganized to be used as multipurpose activity room as and if required. Full care will be taken to protect the furniture. Coordinator of the activity will be responsible for that. In case of Damage to the property during the activity liability should be fixed on the activity coordinator.


(Dr. Anuj Hundet)
Coordinator, IQAC

A circular purple seal with the text "Institute for Quality Assurance in Higher Education" around the perimeter, "IQAC Coordinator" in the center, and "Bhopal" at the bottom.


(Dr. Pragyesh Kumar Agrawal)
Director

A circular purple seal with the text "Institute for Quality Assurance in Higher Education" around the perimeter, "DIRECTOR" in the center, and "Bhopal" at the bottom.