



LOKMANYA TILAK JANKALYAN SHIKSHAN SANSTHA'S  
**PRIYADARSHINI INSTITUTE OF  
ARCHITECTURE & DESIGN STUDIES**

Priyadarshini Campus, Digdoh Hills, Off. Hingna Road, Near CRPF Campus,  
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**PIADS**

### **Procedure and Policies & Maintaining & Utilizing Infrastructure and support facilities**

The institute Follows standard predefined systems and procedure for maintaining the physical, academic and support facilities that are mentioned in the maintenance policy document of the institute. There are college level committees that look after the various aspects of the utilization and maintenance of the physical, academic and support facilities.

Institute's website is regularly updated with the latest events.

#### **Library**

- We have well organized library advisory committee for controlling the activities of library
- The committee takes up the process of budget planning and its effective utilization.
- Advisory committee takes up the process of procurement of the books and journals.

#### **Computer**

- Internet service is available for all the teaching, non-teaching staff and students in campus.
- All Computers are provided with internet facility in the central computing center & Library.
- Un-interrupted electricity supply is made available in the campus.

#### **Maintenance Policy:**

- All Computer systems are upgraded with latest configuration.
- Individual up-gradation & monitoring of the computers is taken up as per the need and requirements by Systems Administrator & Maintenance Staff.
- Enough provision is made available in the annual budgets for the procurement of the computer systems.

#### **Classrooms:**

- The institution has always been keeping the students at the center of the teaching learning process.
- LCD are available to the faculty for computer aided teaching.

#### **Maintenance of Campus Facilities:**

- Based on the requirement from the concerned In- charges, budget is allocated for maintenance and upkeep of the facilities.
- Administrative Officer will discuss a requisition received by the concerned In-charge with the Principal and Director & take their approval.
- One gardener and team of workers are appointed to maintain greenery in campus.

#### **Building Hygiene**

External agency is appointed for cleaning and swabbing of all buildings to maintain building hygiene. Every day the sweeper has to sign in the register to confirm that he/she has done the duty. The supervisor should attest the same twice in a week.

#### **Any other information regarding Infrastructure:**

The institute is equipped with 10 nos. ABC (Store pressure) dry power type fire extinguishers for emergency. The design and planning of building is energy efficient and to have optimum use of natural resources like wind and sun.

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**Maintenance Procedure** – In case maintenance requirement arises, the concerned section sends a request. Based on the request, material requisition is sent to central store.

1. Maintenance of Air Conditioning System, Water Coolers, glass fittings, Furniture etc. is looked after by Store Keeper of Central stores.
2. Maintenance of plumbing related work is managed by Maintenance In-charge.
3. Electrical Maintenance is looked after by Electrical Maintenance coordinator.
4. Repair and Maintenance of equipment and instruments is initiated by Laboratory In- charge as and when required.
5. Annual Maintenance is done for fire extinguishers, Generator, etc.
6. General civil maintenance and upkeep of civil infrastructure is carried out by the Maintenance department of the Sanstha.
7. Water supply provision is made near needed equipment/lab and 24 hours' water supply is ensured. natural resources like wind and sun.

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Principal, PIADS, Nagpur

PRINCIPAL

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