

Biyani Institute of Science & Management

Accredited by NAAC

Approved by AICTE, Ministry of HRD, Govt. of India
Affiliated to the Rajasthan Technical University, Kota
Sector-3, Vidhyadhar Nagar, JAIPUR - 302 039

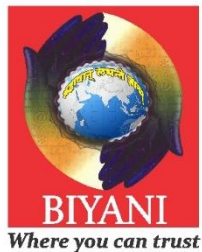
An Exclusive Girls College with a difference...



*Mission: Women Empowerment
Vision: Professional Education*

MAINTENANCE POLICY

BIYANI
Where you can trust



Biyani Institute of Science & Management

Accredited by NAAC

Approved by AICTE, Ministry of HRD, Govt. of India
Affiliated to the Rajasthan Technical University, Kota
Sector-3, Vidhyadhar Nagar, JAIPUR - 302 039

An Exclusive Girls College with a difference...

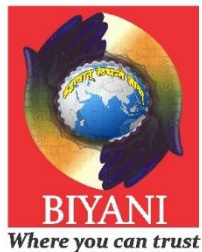


*Mission: Women Empowerment
Vision: Professional Education*

INDEX

S. No.	Contents	Page No.
1.	Maintenance Policy for Resources	3
1.2	Sports	3
1.2	Library	3
1.3	Laboratory	4
1.4	Computer Labs	4
1.5	Class Rooms	5

BIYANI
Where you can trust



Biyani Institute of Science & Management

Accredited by NAAC

Approved by AICTE, Ministry of HRD, Govt. of India
Affiliated to the Rajasthan Technical University, Kota
Sector-3, Vidhyadhar Nagar, JAIPUR - 302 039

An Exclusive Girls College with a difference...



*Mission: Women Empowerment
Vision: Professional Education*

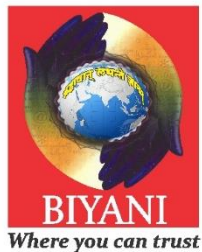
1. Maintenance Policy for Resources

1.1 Sports

- Maintenance is a set of process and practices which aim to ensure the continuous and efficient operation of machineries and equipment.
- For this purpose, Biyani Institute of Science and Management has a regular basis maintenance system in which buying and maintenance of existing facilities is done in every session.
- Every year, principal audit stock registers properly and discuss with Physical Instructor for repairing, replacement and discussion for any new sports material.
- Sports material is issued to every team of college after proper entry in issue register and students need to submit it timely.

1.2 Library

- Library is maintained by keeping and displaying everything including books, Journals, Newspapers, Furniture's etc.
- For that, librarian and five helping staff is always ready for keeping books clean and covered Librarian leaves books upright and firmly supported on shelf when shelving or retrieving.
- For maintenance of books, librarian use red string to tie up books with the following types of damage:- broken joints, loose boards, broken sewing, detached.
- Students are instructed regularly to not to write anything on books or journals.
- Books issue and return system is there. Every student can issue two books at a time and they have to submit those books within 7 working days. If student has not submitted their issued books on time, then library will impose 2/- rupees fine per day.
- If any book is damaged by the student, then he/she has to get it repair and submit the same in the institute library.



Biyani Institute of Science & Management

Accredited by NAAC

Approved by AICTE, Ministry of HRD, Govt. of India
Affiliated to the Rajasthan Technical University, Kota
Sector-3, Vidhyadhar Nagar, JAIPUR - 302 039

An Exclusive Girls College with a difference...



*Mission: Women Empowerment
Vision: Professional Education*

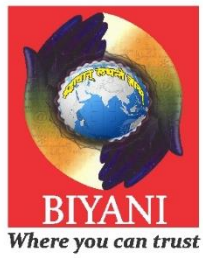
1.3 Laboratory

- Biyani Institute of Science and Management is running the following laboratories
 1. Computer Laboratory
 2. E-Cell Mentorship Laboratory
- All labs are implemented in the Biyani Institute of Science and Management and are well installed. Along with daily cleanliness, all the equipment's are carefully maintained.
- All students are instructed regularly to use lab equipment with the premium of lab in charge.
- Stock registers of all labs are audited every year by the principal and identification of damaged instrument & requirement for new instrument is done.
- If any instrument is damaged then the instrument is sent to the vendor of the Concern Company. We use to enter the damaged instrument in stock register and when it is returned then re-entry in stock register is done after verifying the working of that instrument.
- If we found that we can't repair any instrument then that instrument is submitted to the solid waste department.

1.4 Computer Labs

- Computer lab is equipped with 45 computers and is well furnished. Keeping computer in well condition lengthens the life of computer both internally and externally.
- Computer lab in-charge maintains all cable through a panel of cable clips. To avoid over charging all cables are unplugged after proper cleaning and dusting on daily basis.
- Lab in-charge removes unnecessary download programs and files from the system and use of antivirus is done on regular basis.
- For safety of computers from others, password is used by the computer operator. Back up of all data is available.
- Helpers are available to clean or remove dust from vents and fans. In every session, college buys important material related to computer lab.

All computers are well functional.



Biyani Institute of Science & Management

Accredited by NAAC

Approved by AICTE, Ministry of HRD, Govt. of India
Affiliated to the Rajasthan Technical University, Kota
Sector-3, Vidhyadhar Nagar, JAIPUR - 302 039

An Exclusive Girls College with a difference...



*Mission: Women Empowerment
Vision: Professional Education*

1.5 Classrooms

- Class rooms are place where students and teachers use to interacting directly. So students are instructed regularly by teachers that they have to maintain their classes very well.
- Cleaning is done by the helpers on daily basis and dustbins are available for throwing any waste.
- Blackboards are painted in every session. Well maintained furniture is available for students to sit properly.
- We have number of smart classrooms to develop ICT capabilities among the students.
- When students give presentations, teachers guide them to use equipment properly but if any equipment is found in a damaged condition, then the in charge calls the concerned contractor to repair those items.

