

INSTITUTE OF DENTAL SCIENCES, SEHORA

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The college has appointed technical staff for day to day upkeep/ maintenance of the college infrastructure premises. The contract has been signed with the service providers for maintenance of buildings, equipment, vehicles, computers, etc. Where ever applicable annual maintenance contract is maintained into with the companies/vendors for maintenance for infrastructure facilities and equipment. For the maintenance of ICT resources, the college has laid down policies and procedures to ensure optimum and efficient utilization of resources ensuring the highest degree of data security and privacy to all the stakeholders of the university. The college ensures that the data sent by the internet medium is to ensure the confidentiality and integrity of the data by complying with the laid down policies. IDS is committed to protect the privacy of data and shall ensure that the data transmission through the internet is secured and encrypted as and when required to ensure confidentiality, privacy, and integrity of the data. The information pertaining to ICT is collected from students, faculty and staff members and transmitted across different departments and other stakeholders ensuring the highest degree of confidentiality, integrity, and privacy to ensure non-infringement of any of the Govt. laws pertaining to data confidentiality if any. The institute institutionalizes zero-tolerance policy for plagiarism the violation of copyrights. The college conducts training programs and workshops for the faculty to develop their orientation on the latest technology. The college has installed water purifier and Cold and hot water has been made available for staff and students and it is well maintained. The college has its own housekeeping and maintenance staff who are trained to take care of the housekeeping maintenance of the college. The construction division has a full-time personnel top look after the maintenance of the building and facilities. The college conducts facilities audit and feedback is given to the concerned authorities. Academic and support facilities:-teachers of the college have used ICT materials for teaching as per requirement. The college has OHP/LCD projectors, computers, etc. The college has signed a contract with a local hardware technician/service provider for the maintenance of the IT

equipment. The college has an affiliated hospital for the emergency needs and regular medical checkups of the students and staff. Our Library is partially automated, it is equipped with Lib.-Man ILMS with bar-code printer bar code reader LASER gun.

The college has a dedicated department for the installation and maintenance of the electricity. College has created facilities related to a power supply to various units such as Generator, 2 Xerox machines, few printers, Seize fire equipment, CCTV cameras, Audio system, Digital Camera and Inverters, etc. There is a fixed budget for the renovation and maintenance of the facilities.