

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

A budget is made which takes care of expenses and any contingency. Everybody is free to use all the facilities available within the campus. In case of any damage to any facilities necessary follow up is done and steps are taken to fix whatever is damaged. The upkeep of the classrooms is taken care of by the housekeeping staff.

The computer lab works from 9:30 to 4 in the afternoon. The lab facilities are open to all the students and teachers for academic purpose. Classes are conducted in the lab according to the timetable.

Certificate courses like Tally, Advanced Excel, Equity and Business Analytics are conducted in the college without disrupting the regular classes.

The college has an AMC with service providers Messer Microcomp Solutions for the upkeep and up gradation of electronic facilities in the college. The vendor has appointed a dedicated systems admin to oversee the maintenance onsite and he is available in the college during the working hours. The components include:

- Computers in the computer lab, UG and PG Libraries
- Laptops, UPS
- TV, LCDs
- CCTV Cameras, Smart boards

There are 2 libraries: the UG and PG libraries and the upkeep are taken care of by the concerned office assistants. The libraries work from 9:30 till 5 in the evening. The library maintains a gateway register. The libraries follow a system of open access of issuing books. Students are issued with library cards. New books are issued to the students only after the previously borrowed books are returned in good condition. Likewise the teachers are allowed to take any number of books. The library is equipped with Libsoft and WebOpac software and they are under an AMC with a vendor Environ.

- There is a separate reference section for both students and the staff.
- There is a Reading area with magazines, periodicals and newspaper.
- There is uninterrupted internet connection and LAN facility.

The College website is updated regularly by a office staff member that has been given access to the backend and the website is being maintained by Monnet Digital India Pvt. Ltd. under an AMC.

The Business lab acts as an incubation center for research entrepreneurial thinking and displays models, posters, projects and documents relating to functional areas.

Certain facilities are taken care of by the parent body by their approved vendors. These include:

- Furniture, electric fittings/wiring
- Water Filters and coolers
- AC in the Seminar Hall

All aspects of sports procurement and maintenance is handled by the sports committee Matters like preparation and allocation of budget, organization of events and classes, practice and procurement of sports gear takes place. Students can utilize and take sports material with prior notice to the Physical Director.

An audit is conducted and a report on the requirement of new equipment, replacement of the old and modernization of machines/software is prepared and procured. The college has an elevator for use and the AMC for the lift is taken care by EPBAX.