

MLA Academy of Higher Learning

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

Physical Infrastructure:

- Physical infrastructure includes the classrooms, Principal chamber, administrative office, Staff rooms, staff and students restrooms, seminar hall and corridors.
- A budget is made every year to take care of the maintenance
- Certain facilities are taken care by the parent body by their approved vendors. Plumbers, electricians and carpenter are hired by the parent body, for heavy repairs and renovations.
- The maintenance of physical infrastructure is a regular exercise. The cleanliness of the campus is ensured by a group housekeeping staff.
- Administrator of the college looks after the maintenance of physical infrastructure, fans, electrical appliances and other items and inform the concerned person on need basis for repairs or replacement.
- Potted plants in the corridors are maintained by the gardener.

Library:

a) Maintenance:

- There are 2 libraries: the UG and PG libraries and the upkeep are taken care of by the concerned group D staff in the library.
- The library is equipped with Libsoft and WebOpac software and they are under an AMC with a vendor Environ.
- Library committee will look into the procurement, utilisation of the budget allocation of items required by library.

b) Utilization:

- Libraries work from 9.30am to 5pm.
- There is a separate reference section for both students and the staff.
- There is uninterrupted internet connection and LAN facility.
- Students are issued library cards to use library resources
- Students have to enter name and Sign in the gateway register kept at the entrance counter before entering library
- Library follow a system of open access of issuing books
- The borrower is responsible for the books borrowed on his/her card.

c) Computer Lab:

- 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.
- The Parent body has appointed a dedicated systems admin for the upkeep and up gradation of electronic facilities in the college. He is available in the campus during the working hours. The components include: Computers in the computer lab, UG and PG Libraries, Laptops, UPS, TV, LCDs, CCTV Cameras and Smart boards.
- The College website is updated regularly by office staff member who has been given access to the backend and the website is being maintained by Monnet Digital India Pvt. Ltd. under an AMC.
- Physical maintenance of the Computer lab is taken care of by the house keeping staff.

Sports equipment and Gym facilities:

- All aspects of sports procurement and maintenance is handled by the sports department which takes care of preparation and allocation of budget, organization of events and classes, practice and procurement of sports items, upkeep of sports and gym room etc.
- Students can utilize and take sports material and gym equipment with prior notice to the Physical Education Director.
- Physical maintenance of the Sports room & Gym is taken care of by the house keeping staff.