

**The Policy and the Procedure for maintaining and utilizing Physical, academic and the support facilities is as follows**

- The registered students are provided with facilities such as Classrooms, Elective rooms, Library, Computer Lab, Geography Lab, sports facilities etc. The institution makes provision in its budget from non-salary grants for maintenance of facilities that aids teaching-learning. Fees paid by students such as library, Computer lab, Gymkhana etc., are used for upgrading and maintenance of respective facilities.
- The ICT enabled classrooms with its furniture are used for multiple purposes. The primary purpose is conducting regular and extra lectures for students as per pre-determined academic timetable and individual/group presentation, group discussions, experimental learning activities are conducted. The institution believes in community service and adhering by that offers' its classrooms, when not in use to various government/non-government organizations for conducting competitive exams like CA/CS/SET and other academic purposes.
- The support and multi-tasking staff assist in the process of teaching learning. Cleaning and maintenance of hygienic environment in the campus is achieved by the efforts of the support staff. The classrooms, library, computer lab, office, and other facilities are cleaned on daily bases. The office in charge makes inspection of the campus on daily bases and discrepancy noticed is immediately reported.
- A daily-wage worker has been appointed for maintenance of hygiene in the washrooms.
- The Library is open from 8.30 am to 5.30 pm for all its stake holders. Student can visit library any time before/between/after lectures and during recess. Books, journals and newspapers can be referred physically as well as virtually and max of 3 books can be issued for a week's period. Special provision in the budget is made for library up gradation and maintenance. The Institution has appointed a full-time Librarian for the purpose.
- Photocopying facility is available at free of cost/marginal cost to all stake holders.

- The ICT Lab can be used by all stakeholders as per the rules and regulations of the institution. It serves a dual purpose of conducting ICT related lectures with practical's and as a virtual reference point. A fulltime Lab Attendant is appointed to look after the operation, upgrading and maintenance of the ICT lab.
- The staff and students can access the Wi-Fi facility by registering their devices.
- The institution website is up graded and maintained by the lab attendant.
- Other academic support facilities (Sports/NSS/musical instruments etc.) are available to all the students during non-lecturing hours and also to other stake holders with prior permission of the authority.

### **Decision making process**

Decisions pertaining to Purchasing/Maintenance/up gradation/usage of facilities are arrived at using following procedure:

- 1) Requisition is sought in writing from the faculty/department.
- 2) Principal thoroughly studies the requisition/proposal.
- 3) Invites the concerned faculty, who has moved requisition, for further clarification.
- 4) Principal consults senior most faculty members about the concerned proposal.
- 5) If the request is found to be justifiable, the same is forwarded to the Managing Board for their approval in case of non-routine/significant matters.
- 6) On approval of the management, head sends the proposal to the concerned authority for necessary action and execution.