4.4.2 - Procedures and policies for maintaining and Utilizing physical, academic and support facilities – laboratory library, sports complex, computers. Classroom etc.(maximum 500 words) (information to be available in institutional website, provide link)

Institution has annual budget for maintenance of both the academic and physical facilities of the institutions. It infrastructure : 1- The computer laboratories are maintained for low level issues by the IT co - ordinator, in case of hardware related issues we outsource the services for external agencies. 2. The IT co-ordinator is also required to ensure that only licensed version are kept and installation of any type of pirated version (by any users like students, etc.) is not permitted under any circumstances. The system administrator is also required to renew the licenses in discussion with the principal. 3. An entry register needs to be maintained on computer lab so that the entry is restricted and monitored. 4. Log in details are to be maintained for any issue/problem that might arise in future. 5. Stock register is also maintained and signed by the principal at the end of the year. 6. Library Resources : 1.Librarian and other library staff is solely responsible to ensure discipline within the library including upkeep of the library resources including books, journals, other reports, etc. 2. As per the requirements collected from head of the deportments the new books and journals are added to library each year. 3. After taking the permission from management the old books are weeded from the library. 4. Library also should maintain an entry register for keeping its transactions. Sports facilities :1. The sports facilities are maintained and taken cared by physical director. 2. For the cleaning and other works grade IV staff is provided by the management. 3. The purchase of new infrastructure is done in consultation with principal and management based on the growing requirements. General campus Maintenance: 1. General campus cleaning and maintained is carried out by appointed staffs in case of major issues the external servicer are out sourced. 2. Round the clock security guards are appointed from professional security agencies for monitoring the campus. 3. The general campus maintenance budget is allocated by the management for maintenance for physical and academic facilities