

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

Procedures and policies for maintaining and utilizing physical, academic and support facilities –

**MAINTENANCE OF INFRASTRUCTURE** -There is well established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, library, sport facilities, computers and classrooms etc. We formed different committees to look into the matter. Laboratories: 1. Periodical Cleaning, Repairing, maintenance of all equipment. 2. Everyday cleaning of laboratories by peons. 3. Power backup for optimal use. 4. Upgradation of electric equipment. 5. Provision of fire extinguishers.

**LIBRARY:** 1. Library is fully computerized, bar code system is adopted.

2. Frequent dusting of the books and racks manually and with vacuum cleaner is done.

3. Valuable and rare books are preserved.

4. Library provide open access for all stake holders

5. Study room remained open during working hours.

6. Fire safety unit is installed.

7. Stock verification is done after every year.

8. The library is using Easy and useful IT solution, Kolhapur 2016 automation and barcoding work is in progress .Library provides free internet facility to users with broadband internet connection is provided.

9. Books and periodical binding take place as per requirement to avoid spoilage of print resources.

**COMPUTERS:** 1. Maintenance of computer systems are done regularly as per requirement and major work is done during vacation.

2. Hardware and Software maintenance of computers and accessories are done by Vision computers and Services through renewable Annual Maintenance Contract Laptops and Projectors are maintained through renewable Annual Maintenance Contract

3. Power backup is provided to the computer systems to use them optimally.

4. Internet is provided to computer systems.

5. LAN and internet connectivity always tested.

**OTHERS-**

1. CCTV, Biometric system Sports equipment is maintained through Annual Maintenance.