

4.4.2 Procedures and Policies for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc. (information to be available in institutional Website, Provide link)

Computer Lab:-

- The institute has adequate number of the computers with internet connections.
- The central computer laboratory connected in LAN is open for the students as time permits them, the office computers are also connected through the LAN.
- Full time technical person is appointed by the parent trust for the maintenance of computers and peripherals who is available on call.

Library:-

- Autolib, Library automation software, is purchased and installed in the institute library. Books Accession is completed through bar coding.
- Accession to library is permitted by issuing library cards to students and staff.
- The students are provided with an Identity card to access the library. Each student is allowed to take 2 books for the period of 15 days.
- Every student can access online journals and magazines through Digital library.
- At the end of each academic year the task force committee of faculty members is checking and verifying Library Stock.

Classrooms :-

- Classrooms and Tutorial Rooms are available as per requirement of AICTE.
- One Projector without HDMI, E- Lectern: Electronic Podium and View Sonic M1 Ultra-Portable Projector are purchased for smart classroom teaching.

Maintaining and utilizing physical:

- After every purchase of fixed asset, they are recorded in equipment stock register and a unique number is given to each asset
- At the end of each academic year, inspection and verification of fixed assets is completed.
- Two years Annual Maintenance Contract (AMC) with Kone Elevators India. Pvt. Ltd. under which Lift is inspected 12 times per year.
- Water purifier and cooler is made available for potable water. Institute has signed AMC with Eureka Forbes for water purifier maintenance. The administrative staff also maintaining the periodic cleaning of water cooler.
- The regular maintenance of Genset (Kirloskar- 25 KVA) is done through local vendor as and when required.
- Full time Gardner is hired for garden maintenance.
- Sweepers, Wet sweeper and Peons are taking care of housekeeping.
- A well maintained full fledged Fire Fighting system is in place. It comprises of:
 - separate overhead water tank,

- Hydrant Valves: 04 No.
 - Booster Pump (3 HP): 01 No.
 - Fire Alarm Panel: 01 No.
 - MCP, Hooter: 04 no.
 - Fire Extinguisher ABC type: 10 No. is in place. MoU is signed with Life Savers Fire Services for maintenance of Fire Fighting System.
- A functional and developed institute website is maintained by Genus IT Solutions.
 - Civil work, plumbing, sanitation, electrical, interiors works is carried out with the various vendors.
 - GSF Pvt. Ltd. Security Services has a contract with Parent trust which provides the security services.

MOU :-

- Dr. A. B. Telang Senior College located in the same campus. IT provides the gymkhana and sports facilities which are shared by the students and staff of the institute. Separate Physical Director is appointed by the senior college,
- MOU is signed for student exchange program with Yashaswi Education Society's IIMS, Pune.
- A MOU is signed with Vivek Doba Training Academy, Pune under student exchange program

Dr. Bharat P. Kasar