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**LAW ACADEMY**

AISHE Code-C-28562

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

- Library, Sports Facilities, Computer Lab, and Classrooms are continuous process and in every academic year separate budgetary provisions are sanctioned, further, the Academy has well-defined guidelines and procedure for repairing and maintenance activities to ensure time-bound maintenance work.
- The Academy has established systems and procedures for maintaining and utilizing physical facilities as the entire physical, academic and support facilities are augmented and maintained through Academy Administration.
- At the beginning of every academic year, proper availability of whiteboards, markers, lighting, and furniture in classrooms etc. is taken care of by Academy Administration.
- Library Committee is functional which takes care of the library matters and functions.
- Sports Club has the responsibility for the creation and maintenance of sports facilities on the campus for the students and the faculty.
- Upgradation of software and hardware and maintenance of ICT facilities is done by the IT experts.
- The Warden manages the hostel maintenance and proper utilization of the hostel facilities.
- Separate non-teaching staff is appointed for housekeeping. The maintenance work related to facilities like toilet blocks, computer labs, equipment, furniture, replacement of fire extinguishers, electric work, plumbing, RO-water-facilities, water tank, etc. is maintained on regular basis.
- Rules and regulations of the Academy and library are well communicated to the students by respective class coordinators and given in the Academic Calendar. Classrooms and campus cleanliness, campus maintenance is ensured.
- Security staff provides safety to the students.



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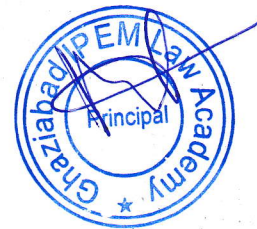
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- IT resources are supported by UPS/automatic switchover generators.
- An I.T. administrator is in charge of softwares, website, and computer maintenance and camera surveillance. Computers are monitored by the technical assistance and sensitive computers are provided anti-virus software.
- Sports amenities are also maintained.
- Auditorium, Seminar and Conference Hall are extensively used for the conduct of academic and cultural programmes.



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**LIST OF CONCERNED PERSONS ALONG WITH THEIR WORK**

Sr. No.	Name of Person/Agency	Work Associated with
1	Mr. Ajay Tyagi	Computer Lab
2	Mr. Jagdish Joshi	Admin
3	Mr. Aashish Sharma	Admin
4	Mr. K.M.Mishra	Library
5	Mr. Neeraj Sharma	Sports
6	Mr. Neeraj Sharma	Infrastructure
7	Mr. Mukesh	Contractor
8	Mr. Jitender	Accounts
9	Mr. Rashid Ali	Registrar
10	Ms. Shalini	Receptionist
11	Mr. Imran	Electrician
12	Mr. Gyasuddin	Driver
13	NEW SHAHI AGENCY	Guards



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