

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

- **The Repair and maintenance of physical, academic and support facilities:** Library, sports complex, 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 All the 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 Academy is having hostel committee which 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 daily basis.
- A system of procedures has evolved over the years for the maintenance and optimal utilization of Infrastructure.
- Rules and regulations of the Academy and library are displayed and given in the Academy website and calendar. Campus supervisor assisted by support staff is in charge of campus maintenance. Classrooms and campus cleanliness, campus maintenance is ensured by the support staff. Security staff provides safety to the students.
- IT resources are supported by UPS/automatic switchover generators. An I.T. administrator is in charge of ERP software, 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 maintained by the support staff. Time is allotted for the students to use the Health club. Hostel facility is provided to the students. Academy Playground is available for competition. Auditorium, Seminar and Conference Hall are extensively used for the

conduct of academic and cultural programmes. Committees are set up to improve the efficiency of the Canteen, Academy premises and Hostel.