THE POLICY FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

INTRODUCTION:

BVIMR has a number of policies procedures and practices to govern its day to day operation. Areas. Adequate staff members are deputed to carry in various functions.

In general the maintenance and cleaning of the classrooms and furniture are done with the efforts on the non-teaching staff and in major cases the college goes for the maintenance contract to the experts. The college has adequate number of computer with internet connections. Utility software is available in office, laboratories, library, departments etc. As per the rules and policies of the BVIMR, all the stakeholders have equal opportunity to use these facilities. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management.CCTV camera has been installed at all important places campus including classrooms .The institute's website is maintained regularly by internal staff member. The gardener has been appointed by the institute who maintains the garden. The maintenance of generator is regularly done by AMC. Electrical and plumbing related maintenance is done with the help of local skilled persons and the expenditure is met within the budget as sanctioned.Library maintenance is done by management by providing a provision of the budget. Library software is maintained by AMC. Disinfecting and keeping the institute clean is done frequently by library staff.The sports department of the college is an active department . The running track is used by students, staff and local community and maintenance of that facility is done with the help of the management.inhouse gymnasium is also utilized by all stakeholders as per the stipulated timing.Maintaining supporting facilities in the campus requires meticulous system. The college has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient funds for the maintenance of the physical academic and support facilities

Digital Laboratories :

The college has got four digital laboratories. Computers are purchased inviting quotations. The systems are properly are serviced by the technicians from the same office in case, any defect in the computer , they are immediately replaced with the permission of the director .The systems

are maintained with the help of the hardware technicians appointed exclusively for this purpose by the management.

Library :

The college owns an enormous library which has got a vast reading hall. If facilitates a Net café, , own book reading hall, separate systems to operate reading and borrowing books.. Bar coding id card is issued to the students which they need to carry while they move in the library . The students are expected to mark their attendance first by scanning their cards . Books are issued using the SOUL Software .

Classrooms :

The institution possesses spacious classrooms which have sufficient fans and LED Lights and desks. All the facilities are properly maintained, in case of repair or damage of the goods, carpenters and electricians carry out the maintenance.

Sports complex :

The sports facilities operate from a separate room. The management has appointed a sports coach to guide students on various sports . The college has a large ground which has a separate court for Cricket, Volley ball, and other sports activities. Indoor activities like table tennis etcalso have their own defined space.

An exclusive estate officer is appointed for overseeing maintenance of Buildings, Classrooms, laboratories and the entire campus. The Director constitutes a committee with a Dean-Administration and members at the end semester and they take a stock of the maintenance of infrastructure in the campus. A registrar is maintained in every department to record the stock and the consolidated report is submitted to the superior authorities.