

SRI AUROBINDO COLLEGE

#6/c, v Main, Dr. M. C. Modi Road, Mahalakshmpuram, Bengaluru-560086

ANNEXURE-4.4.2

PROCEDURES & POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC & SUPPORT FACILITIES

The institution utilizes the financial resources optimally by allocating the budget annually. Importance is given to building, furniture, equipment, AMC including other minor facilities after being approved by the management. The budget allocation is enclosed.

Maintenance and upkeep of the infrastructure, facilities and the equipment of the institution are carried in the following manner;

- **Computer & Peripherals**

Maintenance of computers and peripherals are taken care by M/s Micro Media System.

As per the requirements technical officials from the firm attend the concerned computers and rectify the problems.

- **Building:**

Members of the management who are also qualified engineers and experienced in the construction activities personally supervise the building work. Plumbing, carpentry work and maintenance are monitored by estate manager.

- **ITInfrastructure:**

The IT infrastructure comprises of Computer systems and peripherals like projectors, printers, scanners etc., installed at various places maintained by M/s Micro Media System. Annually they install anti-virus software to all the systems to keep the systems virus free and also they conduct service of all the systems. Printer cartridges are replaced/refilled as per the requirements. The Trainer Kits of the Electronic lab are maintained as and when required by M/s DigitrackScientificSolutions.

- **Electrical:**

An experienced staff has been recruited by the management to cater to the needs of the maintenance of all the electric work of the campus.

Periodically or as and when required he does the service and repair of such equipment after obtaining the required permission from the Management.

- **UPS:**

Sufficient UPS facility is available in all the Computer labs, Business lab, Library and Administrative block. The maintenance of these UPSs and Batteries is done by M/s CUBIC Power Systems through annual maintenance contract.

- **Generator:** The institution has a Generator of 62.5kb capacity to facilitate the lighting requirements during power failure. The Generator is maintained by the Cummins PowerricaLtd. by supplying required petrol.

- **Housekeeping:**

3 housekeeping staff are responsible for keeping the college premises clean and tidy. Every day after the college hours the staff clean the class rooms. The Auditoriums are cleaned once before and after the completion of the various activities.

- **Annual Stockverification:**

Annual stock verification is conducted for all the physical infrastructure like Labs, Library and furniture in different class rooms and auditoriums by the staff and a detailed report on findings is submitted to the Principal.

- **Garden:**

A small garden is maintained by adding new plant saplings periodically to increase the beauty of the campus. Flower pots have been arranged in all the floors.

- **Security:**

The security personnel for the institution are appointed through M/s Power Securities.