



Procedure & Policies for Maintaining and Utilizing Infrastructural facilities.

Procedure & Policies of the college for optimum use of the physical, academic and support facilities

1. **Estate manager-** ML&GE Society has appointed an estate manager to look after maintenance and up keeping of college infrastructure.
2. **Computer Lab assistant** – trained person looks after the IT infrastructure of the college.
3. **Annual Maintenance Contracts-** College has made annual maintenance contracts for maintenance of computers, photocopy machine etc.
4. **Management of sports and auditorium** - In order to make optimum use and to raise funds society has made lease agreement for renting out sports hall and auditorium. While doing so precaution is taken so that student's interest is not hampered or adversely affected.
5. **Fund raising and optimum utilization** by renting out building for conducting various exams like MPSC, UPSC, Company Secretary, ICWA, AIBE & CA etc.
6. **Academic Data Management-** Academic data is managed through College Management Software – through Mastersoft ERP Solution
7. **Different class timings for add on and Certificate courses** -For the optimum utilization of the infrastructural facilities such as class rooms, the certificate and add on courses lectures are conducted after the regular course lectures i.e. in the afternoon.
8. **Timings of Use of Sports Hall** - During morning hours i.e. lecture timing the sport hall is allowed to be utilized by others.
9. **IT Management** - For the optimum utilization of 4 portable KYAN (LCD Smart board) are available which can be used as and when required by the teacher according to their need and convenience. In the seminar hall of the society and in one class room LCD projector is fixed taking into consideration needs of various events organized in the college during the whole academic year. Recently 8 classrooms are additionally digitalised with LCD Smart boards.
10. **Knowledge Resource Data Base-** Provisions are made and steps are taken for providing the assistance in getting Knowledge resource of N-list to the students with remote access. Students can access the online data base from the well- equipped Computer lab.



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