

# **Dayananda Sagar College of Arts, Science and Commerce**

## **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

### **Library:**

- Library follows open accesses system.
- 20 systems available to access digital library.
- OPAC search services provided.
- Faculty members students have been issued individual login password to access E-Resources.
- E-Question papers are made available.
- Library has Corporate membership with IIMB British council library Bangalore.
- Physical Infrastructure maintenance:
- The college ensures that the infrastructure facilities are regularly well maintained and updated so forth to enhance better physical, academic performance.
- The college has established EDP department to maintain the computers and other accessories.
- Classrooms and Corridors are cleaned with sophisticated floor cleaning machines.
- The Pest treatment is provided periodically to safe guard our campus from Mosquitoes, Cockroaches, rats, rodents, etc.
- A separate team of employees have been appointed who take care of the campus natural green environment.

### **Electrical and UPS maintenance:**

- The Department of facilities ensures security and safety within the campus and looks after the daily maintenance of electrical fittings and UPS in the buildings and campus.
- Supply is maintained through electricity board or captive generator sets.
- The daily maintenance of electrical fittings and UPS in the buildings and campus is handled by expertise in-house electricians.
- Supply is maintained through electricity board or captive generator sets, the same are maintained through AMC.

### **Classrooms:**

- Regular cleaning and maintenance are carried out so as to provide effective learning environment to the students.
- Class-wise time table is designed in such a way that there is maximum utilization of infrastructure, laboratories, library and class rooms.

### **Laboratories and EDP:**

- Electronic Data Processing Department (EDP) team takes care of the maintenance of all the computers within the institution both the Hardware/Software and Networking.
- The Network security is ensured through a dedicated Hardware Firewall.
- The students are given with unique credentials in getting access to the machine. The data accessed by students are maintained with proper data Security policies in the server.
- Periodic Maintenance of EDP team keeps backing up of Data through separate Solid Storage Devices. The faculty members are provided with e-mail and group mail.
- Only Licensed software or Open-Source Software used. Microsoft campus agreement is renewed every year. Windows base licenses are available in the machines.
- Stock maintenance is done annually further requirements are informed to the Principal.
- A letter is later sent by the Principal to the Suppliers to send their quotation, a comparative analysis of the quotations is made and order is placed.
- A statement of expenditure is later prepared and submitted to the Secretary by the Principal.

### **Sports facilities:**

- Regular maintenance is carried out for gymnasium, sports equipment and sport material from experts in the field.
- Grounds and courts are cleaned periodically.
- Sport material is issued to students as per the schedule.
- For intercollegiate competitions sport material is issued to the student for the period of the competition.
- Gymnasium is used by students as per the given slot.