



## DON BOSCO INSTITUTE OF MANAGEMENT STUDIES AND COMPUTER APPLICATIONS



4.4.2:- Procedures and guidelines for using and maintaining the campus's physical, academic, and support facilities, such as the computer labs, classrooms, and sports facilities. The management's rules for upkeep and use of the academic and support facilities are clearly laid forth. The institution is in charge of doing routine maintenance and upkeep on these installations. General maintenance is assisted by support employees, and cleaning duties are delegated to a facilities management committee that the trust appoints.

Infrastructure upkeep is being watched over by the office superintendent. The programmer maintains the computer labs and their systems on a regular basis. Additionally, the Trust Hardware Engineer's services are accessible for advice and direction. All systems are protected by an AMC with **Techvistar IT Solution pvt ltd.** Bangalore, a business the management hired to handle it. The computer systems in the labs at the library are fully employed for certificate programmes like Microsoft Office, Tally, digital marketing, etc. in addition to holding practical classes for BCA students. To accommodate the most customers, the library is fully utilised and open from 9:00 a.m. to 5:00 p.m. The librarian presents the management with requests for new textbooks, reference books, periodicals, journals, and e-books based on recommendations made by the library committee and HODs, and then purchases the items with permission from the management. To maintain control, CCTV cameras have been put in the library. The library has a methodical process for obtaining the books it needs. Books, journals, question papers, and other pertinent items are available in a separate area designated as a reference. To preserve the decorum of the library, strict disciplinary guidelines have been established. Each year, stock verification is carried out with academic assistance. The annual budget for expanding the library's collection and upgrading its spaces is sizable.

College support personnel is responsible for maintaining the general infrastructure. There are always electricians, plumbers, gardeners, trust engineers, and electrical engineers accessible. Any needed maintenance or repair work is notified to the relevant Trust officer. For elevators, generators, and water purifiers, AMCs are in place. For approval, all significant criteria must be given in writing. The Principal submits written requests for new classroom fixtures or furnishings to Management for approval by the Purchase Committee. For pupils who are physically challenged, lift facilities are available. gave kids with physical disabilities access to the lavatory. The Physical Education Director and college support personnel are responsible for maintaining all sporting venues. The Management Purchase Committee is informed when new equipment is needed or when outdated equipment needs to be repaired.

The campus's security and safety are guaranteed by the facilities department, which also oversees the daily upkeep of the campus's electrical fixtures and UPS systems. Through the electrical board or captive generator sets, supply is maintained. Expert in-house electricians maintain the electrical fixtures and UPS on a regular basis in the buildings and on the campus. Through the electrical board or captive generator sets, supply is maintained.

Classrooms: Regular upkeep and cleaning are done to ensure that the pupils have a good learning environment. The class-specific timetable is created to make the most of the facilities, including the labs, libraries, and classrooms.