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

APIMR ensures optimal allocation and utilization of available facilities to all stake holders as per their rules and policies.

All the physical, academic and support facilities of APIMR such as

A. Computer LAB
B. Library
C. ICT System
D. Classrooms
E. Sports and Gym
F. Swimming Pool
G. Play Ground
H. Garden
I. Cafeteria
J. Staff Quarters
K. Transportation
L. Building
M. Furniture

Some of the facilities are common throughout the campus of Shri Bhairavnath Shikshan Prasarak Mandal and thus procedures for smooth functioning and availing of these facilities are there. We have centralize / Estate Office which undertakes regular maintenance, repairs and refurbishing of overall infrastructure including buildings and furniture. The Estate Office covers civil, electrical, and plumbing works. Maintenance is done in a scheduled manner and institute community enters complaints into a register which is used to attend the complaints promptly.

The following overall objectives and aims to follow the procedures and policies for maintaining and utilizing Physical, academic and support facilities:-

1. To provide equal opportunity in availing benefits from the common facilities available in the campus such as swimming pool, canteen, transportation, Auditorium.
2. To remove overlapping and miscommunication between academic institutes in campus in regards to the common facilities
3. To enhance utilization of facilities

It also has to be pointed out here that every facility has separate rules and regulations. The canteen facility is common and has a traditional approach for its functioning. The detailed procedures and policies has been given below-

Computer / ICT system in Campus

APIMR **maintaining and utilizing** Computer and ICT system as follows:

We are having a 50Mbps bandwidth internet connection. Computer Lab structured on N-computing systems. There are 48 Computers in the computer lab.

The maintenance of the Computer and ICT system is outsourced to a professional agency. A full time Lab attendant is appointed for smooth functioning of the Computer and ICT system.

Rules for Computer LAB

1) Strict discipline is followed in the Computer Lab.
2) Lab is available to access permitted websites only, other sites are not allowed.
3) Should not make changes in the settings also should not install any software.
4) Students should not connect any external device without prior permission.
5) Students are advised to take care of computers and peripherals in LAB. Students have to shut down the computers before leaving the LAB.

Library

APIMR library operations are automated. The Online Public Access Catalog (OPAC) enables library users to search the books database by Title, Author and Publication, etc. Now APIMR Library has state of the art infrastructure and is equipped with 3807 books.

Objectives of the library:

a. To serve as the knowledge resource center of the institute.
b. To provide a learning atmosphere to the persons availing library.
c. To inculcate reading habits amongst the students and teachers.
d. To ensure that the library has all the infrastructural facilities and user friendly ambience as per the norms of the statutory bodies.
e. To ensure that the library should purchase and use current titles, print and e-journals and other reading materials.

f. To provide ICT and other tools for maximum access to the library collection.

<u>Policy, System, rules and regulations</u>

1) Students have to register at library to get 'borrow card'
2) Every reader to the library has to entered on prescribed library entry register
3) Must keep a library card with him while making use of the library.
4) Shoes are not allowed in the library
5) Each borrow card is eligible to get two book at a time
6) The borrowed book needs to be returned within one week. After the initial one week fine will be levied.
7) A book may be reissued only after the same is returned. No automatic renewal is permitted.
8) The teachers doesn't have limit for borrowing the book
9) E-access has been provided in campus and required username and password has been given to students as well as faculty and displayed at in library appropriate place
10) Mobiles and chit chat are not allowed in the library. Silence is needed.
11) No Student shall use their i-Pad, Tab, MP3 Players inside the Library. If found, the Librarian has the full authority to retain that equipment.
12) APIMR Library provides Libreria software.
13) APIMR Library supports multi-platform for bibliographic databases such as MS-SQL or any other RDBMS.
14) APIMR Library supports cataloging of electronic resources such as e-journals, eBooks and virtually any type of material.
15) APIMR Library highly versatile and user-friendly OPAC with simple and advanced search.
16) Management movies can be played in the Seminar Hall and library sessions for all the students and the faculty.

C. Class Rooms

Class rooms are assumed to be the main place of the institute supporting the key function of teaching / learning. The students are spending most of their time in classrooms. Keeping in mind all these aspects, rules and regulations along with policies are prepared. Such as:

1) Use of mobile phones are not allowed in class rooms
2) Care should be taken for LCD projector and other equipment in class
3) To follow strict time table student should report class room on particular time as prescribed in time table
4) Dress code is made compulsory to enter in a class
5) Chitchat is not allowed in class except unless otherwise advised to do so
6) All students need to attend class regularly

7) All students are expected to show participation while any activity or event conducted in the classroom.

8) The audio systems are set up in the classrooms to have audio-visual impact of the Digital content used in the classroom.

9) During celebrating any event in the classroom, it is expected to keep cleanliness of the walls and classrooms while decorating.

C. Sports & Gym

APIMR campus is equipped with a tremendous ground for outdoor sporting activities along with state of the art gymnasium facility. Though, without hampering regular academic routine students need to spend time on the ground as physical fitness is also necessary in professional life. The aim of this sport complex is to provide physical fitness to the students and faculties. The rules and policies are as under:

1) Institute Identity card is compulsory to enter the sports ground and Gym
2) Students need to take care about trees and plants on the ground and equipment in the Gym
3) Cleanliness is required on the ground as well as in Gym to avoid making garbage
4) Sports equipment borrowed need to return to sport authority by the end of the day
5) Students are advised to follow couch instructions on ground and in gym

D. Swimming pool

CLOSED DUE TO PANDEMIC SITUATION

Well maintained Olympic size swimming pool is quite unique and distinct feature of the APIMR campus. The risk factor for this facility is on higher side. All necessary safety systems and procedures are available in the well maintained swimming pool. Though the rule and regulations are as below-

1) No student is allowed in swimming pool without permission of concern authority
2) Swimming Suit is compulsory at the time of entering into the pool. It can be provided by institute on request.
3) Swimming pool is available during college time
4) In summer swimming pool is kept open for outside persons