4. 4. 2. PROCEDURES AND POLICIES

The college policy is to provide the state of the art infrastructure based on the four major categories as follow:
- i) Teaching learning infrastructure.
- ii) Laboratory space and equipments.
- iii) Recreational facility.
- iv) Administrative space for office and other administrative purpose.

The college proactively takes part in enhancing the infrastructure in view of healthy, comfort and technology based environment necessary for teaching and learning. The college reviews the entire infrastructure in view of change in syllabus by the university or any other additional courses that may be started.

The building committee process is explained as below:

HODs give new requirement as per AICTE rules to the Principal for verification. Building committee verifies, scrutinized the requirements and forwards it to the management for approval. Tenders are invited from various concerned agencies. Finally building committee and management get the work done.

The campus maintenance process of the institute is given as follows:

A maintenance register is maintained at important locations in the campus. These maintenance registers are read by the Maintenance officer to analyze the complaint. All the important and major complain are found out. These complaints are categorized based on 4 categories as: Building complaints, Pluming complaints, Electrician complaints and IT Infrastructure complaints. Appropriate labors are appointed to get the work done based on the complaints identified. Once the work is complete a work completion report is taken from the concerned workers.

Lab Maintenance process is summarized as follows:

Lab in charge identifies the components for repair. List of components to be repaired is provided to HOD. After verification by HOD requirements are given to the maintenance committee. Maintenance committee scrutinized the requirements. After this requirements are given to HOD for the maintenance.

In addition to the processes mentioned above in order to accomplish the vision and mission of the college the institute has various procedures and policies to assure full utilization of the resources. We have well equipped Laboratories, Library, Sorts complex shared among D. Y. Patil group Educational Institutions. We have NSS, Community services, Gymkhana for overall development and growth of our students in a versatile manner. We have different cells

active in our college such as EDC cell (Enerprenuar Development Cell), III cell (Industry Institute Interaction), Anti-Ragging Cell, Grievance Redressal Cell, ICC (Internal Complaints Committee).

Entire campus is Wi-Fi enabled. Each classroom is LCD equipped and well ventilated. The institute takes care of health and hygiene of all students by maintaining clean campus and surroundings. Clean and ample washrooms are available for students. The college canteen has food committee to assure healthy food to the students.

Different clubs are formed for the students to keep their hobbies alive such as coding club, photography club, recreation club, etc.