

## PROCEDURE AND POLICIES

International School of Business & Media College of Engineering, Nande, Pune is affiliated to Savitribai Phule Pune University (SPPU) and is approved by the All India Council for Technical Education (AICTE), New Delhi and Directorate of Technical Education, Maharashtra state. The Competent Authority, the Commissioner of State Common Entrance Test Cell, Maharashtra State, shall be the authority for Centralized Admission Process and shall direct the students as per their allotment through CAP.

The maintenance and upkeep of the infrastructure is done by various committees in the college. Heads of the different committees align schedule for routine and preventive maintenance and allocate duties to the respective staff. These schedules are executed with the help of internal and external agencies. The Administrative officer maintain all the consolidated report of the yearly maintenance for reference. This policy has been approved for implementation by the Faculty coordinator after consultation with key stakeholders.

### Physical, Academic, Support facilities are as follows:

1. Library
2. Laboratory
3. Sports
4. Suggestion box
5. Classrooms
6. Centralized Computer Laboratory

### Procedures and Policies for maintaining and utilizing physical facilities:

Sr. No.	Physical facility	Procedures	Policies
1.	Library	All the requirements regarding books & other contents in the library are taken from all staff by each department and all Head of Departments are involved in the process. The finalized list of required books is duly approved and signed by the Principal.	Student would issue two books per week and renew these books as per availability & requirement of that book.
2.	Laboratory	All the records related to the Lab such as equipment, furniture and other material are maintained by respective Lab In-charge or the concerned teacher/staff.	Student should enter in Lab with sign in log book. All the experiments performed under observation of concerned staff.
3.	Classrooms	A "Building Committee" work for maintenance and upkeep of infrastructure. Requirement regarding Classroom furniture and other are submitted by Head of the Department to the Principal. The College Development Fund is utilized for classroom maintenance and minor repair of furniture and or other electrical equipment.	Full time housekeepers are appointed for cleanliness of class rooms. Technicians, carpenters also deputed by management to ensure the maintenance of classrooms and related infrastructure.

4.	Sports	<p>A sports in charge is appointed for the utilization and maintenance of the institutes sports facilities.</p> <p>Cricket, Table Tennis, Baseball, Volleyball, and Badminton Court, carom, chess are few of the highlights.</p>	<p>To encourage the students to participate in sport, a Sport event “Kurukshetra” has been arranged every year in the college, so also get participated in inter college as well as university level. First three winners get felicitated with award &amp; certificate. All indoor &amp; outdoor Sport related equipment are provided to students. For physical fitness, a Yoga Trainer also appointed by management.</p>
5.	Computer Laboratory	<p>Centralized computer laboratory established by University funds and more funds are used to maintain computers in the college. Computer maintenance through annual maintenance contract is done regularly and non-repairable systems are disposed off.</p>	<p>Students are not to disconnect the computers or monitors power supply either from the computer itself. Students will be held liable for any damage caused should they do so. Removal of documentation, software, or equipment from the labs is prohibited. Software in the labs is subject to copyright licensing agreements. Copying or removing software from the labs is considered theft and is a violation of U.S. copyright laws.</p>

Some other infrastructure facilities available in the college are –

Library - reading room, digital library with free journal access to students and faculties,

Two Canteen, one student mess,

Well-equipped Seminar Halls with projectors, 66 MBPS Internet leased line with Wi-Fi at Designated locations,

Volley ball, Basket Ball and Kabaddi ground, Gymnasium, Open Air Amphitheatre & Auditorium

Hostels for Boys and Girls.

The Training and Placement cell of the institute is very active and it invites renowned companies from different fields for Campus Placements.

In college campus, MD Doctor is appointed by management for 24 hours which provides treatment to students at free of cost.