



**INSTITUTE OF MANAGEMENT & COMPUTER STUDIES (IMCOST),
DEGREE COLLEGE, THANE.**

PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The college follows established systems of policies and procedures for maintaining infra- structural facilities and has appointed a fulltime Supervisor for the same.

<p>Classrooms:</p>	<ul style="list-style-type: none"> ➤ All classrooms are allocated as per the strength and specialization of the students. ➤ Time table is displayed at Class room’s entrance. ➤ All classrooms are fully Air-conditioned and also having LCD projector with Wi-Fi facility in whole campus. ➤ Maintenance of all the equipments are carried under AMC contract.
<p>Computer Lab:</p>	<ul style="list-style-type: none"> ➤ The Computer Lab is well equipped with latest configured desktops, with LAN connectivity and for uninterrupted power supply, UPS power back-up system in case of electrical failure. ➤ A dedicated network engineer is appointed for smooth running and maintenance of the entire system.
<p>Sports Infrastructure:</p>	<ul style="list-style-type: none"> ➤ Indoor and outdoor sports facilities are available in the campus that includes chess,

	<p>carom, table tennis, and Box cricket, badminton, kabbadi, etc.</p>
Library:	<ul style="list-style-type: none"> ➤ A well stocked Library is available for staff and students. ➤ Two books are issued to students at a time for a week. Issuance and submission of books are done through library Identity card of each student. ➤ Accession register is maintained along with Bar code on individual books for tracking the movement of books.
Hygiene and Cleanliness:	<ul style="list-style-type: none"> ➤ Every floor has facilities of well maintained rest rooms for the convenience of students. ➤ For females, sanitary dispenser with proper disposing facility is available in the campus. ➤ To maintain cleanliness and hygiene of entire campus which includes gardening e-waste and also we produce manure from green wastes.
Safety:	<ul style="list-style-type: none"> ➤ There is well defined hierarchy of supervisor for Security and housekeeping staff to safeguard all the physical assets of the institution and Human resources