

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

- DPU's Global Business School & Research Centre has a maintenance team with it. The team maintain all the physical & academic facilities like laboratory, library, sports facility, computers, classrooms etc.
- The team is headed by maintenance in charge, who checks the work of the supervisors. Supervisors takes follow-up with the labours and get work done at regular interval.
- The supervisors keep all the record with them related to individual records, in & out timings, leaves taken etc. The maintenance register has been maintained for the record and monitoring purpose.
- The maintenance in charge regularly checks the work done. Maintenance In-charge keeps all the record.
- Adequate number of employees is appointed as housekeeping staff. They make it a point to keep the college infrastructure neat and clean. They also take care of the complaints raised by students and staff.
- Annual maintenance contracts are kept related to air conditioners, water purifiers, CCTV cameras. They ensures smooth working of all the facilities provided to the students and staff.
- The institute has its own in-house electricians and plumbers apart from the contracted workers. They also maintain the register and report to the Maintenance In-charge.
- Computers are well maintained by the lab administrators. Computer laboratory is well equipped with LAN, Printer & softwares. Students are using this facility for their academic growth.
- Parking facility is also well maintained by the contract workers. Well managed parking is provided by the institute to its staff & students. Covered parking is available. Two wheeler & four wheeler parking is separate and provided with security guards as well.
- The campus has CCTV surveillance cameras to monitor the overall maintenance facilities. CCTV cameras are kept at every classroom, library, computer laboratory, entry & exit gates etc.
- Stock registers are maintained by the store department. Material issue register is well maintained by the In-charge person.
- Proper inspection and verification of stock happens after every six months.
- Pest control is done periodically as and when it is necessary to be done. On weekly intervals we go for the pest control, sanitization and overall maintenance.




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