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

The course coordinators of the respective courses bring to the notice of the Director any maintenance requirements of infrastructure etc. The Director, in turn discusses these issues with College Development Committee and then process the proposal to the management.

INFRASTRUCTURE

- The Institute has its own bore well and adequate water supply system. Aqua guard connected water coolers are installed in every floor, the maintenance of which is outsourced.
- It has also set up its own power transformer within the campus so as to avoid fluctuations in voltage of the supply.
- To combat the challenges posed by periodic load shedding and black–outs, the institute has set up power generators.
- The Electrical and civil maintenance work is looked after by the specific contractor appointed by the management.
- The Institute has 24X7 security guard facility in two shifts.
- The parking area is properly maintained by security.
- The cleanliness of the Institute is maintained by the contractor which is outsourced.

LABORATORY

- Optimum utilization of laboratory resources is ensured by the faculty, coordinators, and lab assistants.
- Institute has 7 computer laboratories and one language lab with a total of 400 computers and other hardware like printers, scanners, USB etc.
- In order to avoid risk from viruses, spyware and other external threats, legal antivirus is installed in all the computers.

- Further maintenance, cleanliness of lab and other problems of the computers and IT facilities, are outsource.

LIBRARY

- Every year, the college forms a library committee which deliberates and evaluates the previous year's activities. The library focuses on accessing the materials in digital formats together with the other collection.
- In order to provide suitable atmosphere for reading, cleanliness is maintained inside and outside the library.
- Proper maintenance of reading tables and chairs is taken care of. Dusting and shelving of reading materials is done on regular basis.
- The maintenance and utilization of library includes maintenance and organization of collections, bar-coding, repair and rebinding of damaged books. Minor repairs are carried out by the library and rebinding of books is given to external contractor.
- Outdated books and publications are weeded out.

SPORTS COMPLEX

- The KCE Society has Eklavya Krida Sankul, which is the only one of its kind in North Maharashtra region.
- The Institute makes use of this centralized Krida Sankul for its sports activities. For this purpose it has appointed a Physical Director for planning optimum utilization of sports facilities throughout the year.

CLASS ROOMS

- The time-table for classroom teaching is prepared before the commencement of each semester and class rooms are allocated.
- Institute provides a good physical environment in the form of desks, chairs, tables, space, instructional materials, proper lighting and ventilation as well as the latest Information and Communication Technology (ICT) equipment.
- The lab assistant looks after the repair/replacement and other identified system problems of the class rooms.