

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

The institute focuses on creating and enhancing infrastructure as per changing needs, requirements and demands with a view to strengthen and facilitate the teaching learning process as well as support services. We have a special committee to plan and monitor the process of development and enhancement of infrastructure. The funds generated from various sources have been intentionally utilized only for this purpose. The creation and enhancement of the infrastructure has been a continuous process. Core points have been mentioned below:

##### **Computer and ITES:**

All sections of the institution are provided with computers with internet connectivity and printers. These computers are connected through LAN to share various resources such as files, printers etc. The entire campus is covered with the 24×7 Wi-Fi facility. 2 Mbps high speed dedicated Internet Leased Line Connectivity from BSNL Ltd. is available.

##### **Library:**

The institution has an independent internet zone in the library, and two well-equipped and highly configured laboratories in the Computer Centre with 60 computers. To make maximum utilization of e-resources available to organize curricular and research activities Library provides its membership to each enrolled student and staff of the Institute.

##### **Classrooms:**

The institution adopts ICT enabled teaching learning process through LCD. Well-equipped English language lab with net facility is established for the benefit of students to develop the fluency and accuracy of their communication Skills.

##### **Computer Labs:**

Computer lab provides top class internet service. Support facilities like Typing, Printing, Scanning and CD/DVD writing are also provided. There are total 6 gigabit D-link switches are used to provide wired internet facility. Cyberoam CR-300i is used for providing the secure internet facility to all departments' students, faculties and laboratories. The Cyberoam firewall is tightly integrated with features like Application Visibility Control, VPN (IPSec SSL VPN), Intrusion Prevention System, Web Filtering, Bandwidth Management, Anti-Virus Anti-Spyware, Anti-Spam, and Multiple Link Management to provide unified security also Cyberoam Firewall thus protects organizations from DoS, DDoS and IP Spoofing attacks.

##### **IT Support Facilities:**

For providing internet facility via wired LAN, optical fiber cable and CAT 5/6 connectivity is provided to every section, students, and faculties. Institute updates its IT facilities twice in year based on latest technology and users requirements. Computer lab formatting and installations of required software. Administrative block data backup and updates of various software. Time to time updation done at Digital library system. Policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning.

##### **Infrastructure Development and Maintenance (ID&M):**

Our ID&M policy focuses on providing adequate infrastructure to support quality education and to create a healthy teaching learning environment. Efforts are directed to obtain the funds from various funding agencies such as BCUD, SPPU, Pune and AICTE, New Delhi etc. to be utilized for infrastructure development. Institute maintains sufficient infrastructure required for the qualitative and quantitative growth of the college. Constant efforts are focused to create and expand new infrastructure so as to fulfill demands of new programs and courses. We renovate existing infrastructure as per future requirements as and when required.

#### **6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)**

Institute considers audit as one of the most important practice for financial management and resource mobilization. The outputs and directions received from the audit is considered as action to be taken in next financial term.

#### **Audit is done in 3 ways:**

##### **1. Internal Audit by Internal Staff (Monthly)**

Internal audit of the Institute is carried out on a monthly basis by the Office Superintendent and the Accountant under the direction of the Director. Reconciliation is done on a regular basis. The records are verified and tallied with the banks. The verified report is then submitted to the Director. Internal Audit for the F.Y.2018-19 was carried out in a smooth manner.

##### **2. Internal Audit by External certified auditors (Quarterly)**

Internal Audit for the F.Y.2018-19 was done by K.S. Gundi & Associates, Pune. Audit is done regularly on a quarterly basis. Suggestions are given accordingly and a report is submitted to the Director. Thereby the suggested changes are carried out by the accounts section.

##### **3. External Financial Audit (Annual)**

External Audit for the F.Y.2018-19 is done by M/s. V.A. Dudhedia & Co., Pune. It is a renowned auditor's firm known for excellence in audit of academic institutions. This year's report indicates satisfactory accounting practices. The improvement suggested indicates that recovery of outstanding dues should be our priority. We have incorporated the recommendation and will discuss it in up-coming Governing body meeting.