



AURORA'S POST-GRADUATE COLLEGE (MBA)

Accredited with A Grade by NAAC

Ramanthapur, Hyderabad – 500 013

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The physical, academic and support facilities of the Institution is taken care of by the Management. HODs and other in-charges request for required maintenance work to be done to the principal. Principal then presents the proposal before the college management, who takes the final decision on priority basis. Principal assigns the work to the concerned personnel. Regular maintenance work in the college takes place immediately, while longer projects are executed during vacation or holidays. Physical Education department maintains the sports facilities and equipment in the college. Stock checking is carried out annually, and stock books are maintained by the different departments.

Library provides reprography facility. Weeding of old books, binding, pest control and other maintenance measures are undertaken periodically. Rules for Use of Library All students are expected to keep their bags and other belongings at the library entrance check point. Only notebooks, books, and valuables like wallets, laptops will be allowed into the library. Students should note that the library is not responsible for loss of any personal belongings. All files/folders, books and notebooks must be presented to the Security/Staff at the check point for inspection before leaving the library premises. Library does not permit any exception in the observance of this rule. All students are required to obtain library membership by submitting duly completed library membership form along with one recent passport-sized photograph. All students should carry their Institute Identity Card for availing library facilities and services. Students are allowed to borrow up to 4 books at a time from the General Shelf for a period of two weeks. Only one book from the Reserve Shelf will be issued at a time strictly for 2 days and must be returned on the due date between 9.00 a.m. and 10.00 a.m. However, during examinations, Reserve Shelf books are issued overnight to students. If books issued for overnight use are not returned in time, the student's facility to borrow books from the Reserve Shelf will be suspended for a week. Library resources are valuable and are meant for generations of students admitted, every year, faculty members, students, and academicians from other Institutes and, thus, need to be preserved. Tearing of pages, marking, damaging, disfiguring books, journals and other resources in the library should not be done. Such instances will be viewed seriously and could result in library privileges being withdrawn in addition to penalties imposed.

Rules for use of Computers/ Computer Section Students with their personal laptops are encouraged to shift to GNU/Linux as this is both open source and the best protection against viruses. In case of students using their laptops with other Operating Systems such as MS Windows and Office applications (MS-Office, etc.) they are advised to use a licensed operating system, office application and active anti-virus software. Students are also advised to use virus free pen drives in the Institute Network. Computer labs are there for practical of IT and software related subjects. Computers with upgraded software and specialized software's for students of Department of Computer Application.

The college have garden area with variety of plants are planted. Potted plants are kept in the corridors. They are looked after and maintained by the faculty members of the Nature Club and attendants. There are outdoor facilities for Tennikoit and Volleyball, as well as for indoor games as Table Tennis, Caroms, Chess, etc., in the multipurpose auditorium.

Dedicated seminar halls with audio-visual facilities are in place for regular use. Along with it, many of the big classrooms with projectors and other audio-visual facilities are also being used for Department Meetings.

All the classrooms with ICT facilities have been renovated on modern lines with comfortable and space saving furniture, Wi-Fi connectivity, Lecture Capture facility, vitrified tiled floors, power back up etc. All classrooms are fitted with interactive projectors and white boards. Separate Classrooms are used for tutorials and remedial coaching after regular classes for weaker students.

Provisions of wheelchair, ramp and lift are made available for physically challenged students. Open-air stage, a conference room, storerooms, separate staff and student parking, drinking water coolers, first-aid, solar energy generation, CCTV cameras for security, fire safety and separate washrooms for men, ladies, boys, and a girls' common room. Corridors are utilized for displaying students' creative and research work.

Maintaining cleanliness and upkeep of physical infrastructure is done on daily basis. The upkeep of the physical infrastructure and equipment's is done through contracts on required basis where required. The maintenance of electrical items is voluntarily carried out by competent non-teaching staff of the respective departments. Any major repair work is carried out by professionals from outside the college. Coordinated effort of Management, Principal, and the College staff on the various committees for academic and administrative planning has resulted in enhancement and strengthening of infrastructure for excellent academics, research, co and extracurricular activities.