PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL AND ACADEMIC SUPPORT FACILITIES AVAILABLE IN COLLEGE

Burhani College has quality infrastructure that facilitates the smooth running of all courses and programmes conducted by it.

The College has a clean and well-maintained campus along with spacious and adequate number of ICT-enabled classrooms.

A fully furnished and compact office, well stocked library, equipped computer lab, staff common room, canteen etc. complete the infrastructural outlay of the College.

The College has sufficient no. of computers with an updated configuration and power back up. A strong Internet connection through WIFI & LAN is available.

The library has a sufficient number of text and reference books subscribing many journals. The library is digitised which helps in the allotment of books, cataloging, and issue–return process. The library uses a software i.e. Mastersoft LIBMAN 2.1.0 module to maintain the records.

The college has well equipped auditorium to conduct various co-curricular and extracurricular activities.

Other facilities provided by the college are well ventilated rooms with fans and air conditioning in some rooms, facilities for differently-abled persons; medical room; prayer room; auditorium; water filters and firefighting equipment on all the floors.

The college has an established system for maintenance and utilization of computers, classrooms, equipment and laboratories in the campus area.

- Responsibilities are delegated to ensure effective use and maintenance of existing infrastructure facilities.
- The physical facilities are maintained by the Institution by having maintenance contracts e.g. electrical, plumbing, lift maintenance, etc.
- The college periodically monitors the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, staff room and canteen.
- Day-to-day maintenance of classroom furniture is carried out by the department staff and attendants.
- In case of computer device failure or malfunctioning of any hardware device, it is first reported to the IT in-charge. The IT in-charge is responsible for replacing of any computer hardware in the case of any major issue.
- The college has a well maintained and adequately catalogued library, which uses the Mastersoft LIBMAN 2.1.0 software for students and faculty to borrow books and for faculty to recommend new books. Books are regularly updated, including careful maintenance of the rare bookscollection.
- All classrooms are well ventilated / air-conditioned with adequate seating space. Classrooms and furniture are cleaned every morning and often as required more than once a day. Each floor has a dedicated cleaning attendant responsible for maintaining the cleanliness of each floor. Classrooms with overhead projectors are regularly inspected and maintained.
- Advanced booking system is followed for occupying auditorium for conducting various events to avoid clash of dates.