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## 7. IndSearch – Policy for Maintenance of assets

- The Institute has Annual Maintenance Contracts for Lift, UPS, Genset, Security services as well as for the website. Apart from these, the repairs and maintenance work at the Institute can be done as and when required basis.
- The Department which is in need of repair and maintenance work has to inform the details of the maintenance work to the Director and administrator officer of the Institute.
- This requirement will be then verified and accordingly the appropriate action will be taken.
- Administrator will then inspect the site and give the estimate for completing the task.
- After completing the task, the Bill will processed through the concerned authorities and forwarded through Director for the final payment.

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## 8. IndSearch - Policy for the usage of classrooms, Computer Laboratories and other facilities:

- Classrooms are allotted as per the student strength. The same will be displayed on the board for the continence of faculty and students.
- Stock register is maintained and updated regularly for the equipments available in the classrooms and computer laboratories.
- The class room which has smart board is allotted by the Dean, PGP. This class room is usually made available for various Guest Sessions.
- The computer laboratories are allotted to the students as per their curriculum requirement; Dean PGP prepares the schedule for allocating the computer labs to the students as per the timetables.
- The maintenance of computer laboratories are taken care by the in-house employee appointed as assistant, computer lab.
- All outdated and under configured computers are disposed through authorized vendor(s).
- Additional requirements, if needed are processed through Director and Director General and Purchase committee of the institute after considering the annual budget of the institute.

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## 9. IndSearch - Policy for writing-off of the assets of the Institute

1. Equipments which are beyond repair or have lost functional significance are reviewed periodically by the management.

2. Management representatives personally check the equipments and convey the decision for further action like repair from outside agencies or write-off to Director General or Director of the Institute.

3. For writing -off of equipment, Dead Stock Register records are updated and same is authenticated by the authorities.

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## 10. IndSearch - Environmental Policy

As a leading educational institution engaged in management education and research, Indian Institute of Cost and Management Studies & Research (IndSearch), Pune, wishes to enable its employees, students and others that it can continually improve the physical environment through education, training and research and other related activities.

In order to achieve its objective IndSearch will establish and maintain a certified environmental management system according to ISO-14001 covering all its activities and services. The environmental management system will provide a framework for setting environmental objectives and programmes of the organization and will ensure that the following commitments of IndSearch are systematically addressed:

a) Complying with all environmental acts and rules related to its activities and services.

b) Prevention of pollution of air, water and soil while carrying out its activities and

c) Continual improvement of its environmental performance.

IndSearch will promote the understanding, appreciation, support and cooperation of all its employees, students and other stakeholders and enable their participation in the establishment and maintenance of the environmental management system.

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## 11. IndSearch - Policy for use of disabled friendly and barrier free environment

- The disabled friendly and barrier free environment in the Institute has been primarily built for creating ease of access to divyangjan.
- Ramps with railings on each floor are meant for providing access to classrooms and other areas on the floor through wheelchair
- Lifts - While using lifts priority should be given to Divyangjan.
- Washrooms _ Washrooms that are fitted with railings are meant to provide ease of access to Divyangjan. As such, they should be given priority to use the same.
- Incase a writer/scribe is required by any divyangan, the same will be provided by the Institute
- Similarly if any reader is required by any divyangjan, the same will be provided by the Institute.

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## 12. IndSearch – Policy for Usage and Maintenance of Library

- The book list as per the suggestions from the students, faculties and management is reviewed periodically by the Library committee.
- The students are instructed to procure an Identity card to access the library
- Each semester/trimester, a book bank is given to the students which contains book for each subject.
- There is a separate section on Reference Books which is available only for reading in the library.
- Each student is allowed to take one book for the period of 15 days.
- Each faculty borrows 15 books for each semester/trimester.
- If student fails to return the book in time, fine has to be paid by the student.
- All the functions of library i.e. book borrowing and lending etc. are monitored by fully automated Koha version (18.11.09.000) library software.
- Students can utilize the library daily on all working hours from 9.00 am to 5.00 pm as per their timetable.
- The library has digital library where the institute has installed 4 computers which students can use to collect the digital information. The institute has circulated password for J-gate on their website.(indsearch.ac.in)Every student can access online journals and magazines through Digital library.
- Periodically, conditions of all the library books are monitored and old books are maintained by binding the books if needed.
- If any books are found missing through students they are fined as per the cost of book.