

**SESHADRIPURAM EDUCATIONAL TRUST**  
**SESHADRIPURAM ACADEMY OF BUSINESS STUDIES**  
(Affiliated to Bangalore University)  
**NAAC Accredited B Grade**  
**K S Town, Bengaluru -560 060.**

**Internal Quality Assurance Cell**

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

The Management has well-defined procedures and policies for maintaining and utilizing physical, academic and support facilities. General maintenance and upkeep of these facilities are the responsibility of the institution.

Physical Facilities include Class Rooms, Laboratories, and Computers. Support staff are appointed to assist in general maintenance such as cleaning and maintenance of classrooms and laboratories. Regular maintenance of computers is carried out by the programme officer. Major maintenance works are entrusted to experts. The LCDs, LEDs provided in the Class Rooms are maintained by M/s. U.S. Enterprises on call basis.

All systems are covered under an AMC with M/s. Sumithra Computers Sales and Services, a company appointed for the same by the Management. The college website is maintained by M/s. Swaragh Technologies on a yearly basis.

The college has Xerox Copier Machine, which is maintained by M/s. Anugraha Agencies. CCTV Camera facility which is maintained by M/s. Oriole Electronics Pvt. Ltd. Lift facilities which is maintained by M.s, Johnson Lifts (P) Ltd. The college also has a Diesel Generator set, the maintenance of which is carried out by M/s. Swamy Enterprises.

General infrastructural facilities are maintained by college support staff. The services of Trust Engineer, Electrical engineer, electricians, plumbers are always available. The Construction of Buildings/ Extension etc. are carried out by the Engineering department of the Trust. Whenever urgent Civil works and maintenance works are required, the same are got done through M/s. Manasi Enterprises., Civil Contractor.

The college has Canteen Facilities for the students and staff which is an outsourced agreement. Drinking water facilities are made available to the students and staff, M/s. SLN Enterprises Bangalore supply the water cans on a daily basis.

The institution has academic and support facilities like Library, Sports, NSS, Civil Defence, NCC etc. The library is provided with LAN/WIFI facilities for the Computers, with OPAC and Easy Lib Software. All sports facilities are maintained by the Physical Education Director along with college support staff. NSS activities are conducted regularly which focus on personality development through community services. Along with the activities regular camps are organised. The college NSS unit actively participates in NSS programmes that are affiliated to Bangalore University.

The grievance identified at the initial level are brought to the notice of IQAC or the Superintendent followed by which the same is brought in to the notice of the higher authority. Immediately a letter correspondence is carried out to the respective department in the Trust. Later the grievance is addressed by the concerned agency.