

#### **4.4.2 Procedure and policies of the college:**

ACE started in the year 2005 to provide quality education for the overall development of the students to support college vision, mission and objectives. College has a lush green campus with proper infrastructural facilities such as class rooms, Laboratories, library, auditorium, common room, sports room etc. Each department has sufficient class rooms for conducting classes. Staff room, laboratories, separate wash room for girls & boys, first aid room for student sickness, canteen for students and staff members, reception, Principal cabin, offices and Directors room are some of the examples of infrastructure. College has a well maintained wifi enabled Auditorium and classes. Parking facilities are provided to staff and students separately. Indoor requirements of sports are taken care of by the sports committee. Sports room provides sports equipment to student staff during free hours. Library is functional during college hours , and the college library also provides book bank facility to our students. Computer networking, server maintenance, installation of software, minor Hardware problems are resolved by college technical support. Separate computer maintenance technical staff is appointed to take care of computer lab requirements. Multi tasking staff is available all the time for support services and building maintenance. Each department maintains their laboratory equipment and updates stock registers and most of the work is completed during summer break. Building maintenance and electrical maintenance is taken care of by technicians. College also have various committees to look after the discipline and maintenance of law and order inside the campus.