

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities

Maintenance:

- ❖ To upkeep all facilities and campus clean, the institute appoints personnel for maintenance on daily wages basis.
- ❖ The new academic infrastructure in the college is created as per the needs of the departments/college.
- ❖ The required civil works in the college such as renovating buildings, classroom, laboratories and other repair works are carried out on daily wages basis.
- ❖ Annual Maintenance Contracts (AMC) for computers, Software for Administration (CMS), Library Software, etc. are renewed regularly to ensure their good service.
- ❖ Maintenance of Xerox Machine, Fire extinguisher, UPS/Inverter batteries and Generator set is outsourced.
- ❖ Cleaning of classrooms, toilet blocks and wash room have been done by the in-house employees and outsourced too.
- ❖ The electrical fittings and fixtures are maintained on periodic basis and outsourced.
- ❖ • Internal roads are maintained as per need. Maintenance of water pump and pipeline of tube-well as and when required. Maintenance of A.C., Central RO system, CCTV camera, is outsourced.

Botanical Garden:

- ❖ The department of botany takes care of Botanical Garden.
- ❖ Trimming, Pruning, manure, and watering of garden and campus plants are done on daily wages. The plumbing is outsourced as and when needed.

Library:

- ❖ Every year, the college constitutes a library committee consisting of the Principal as its Chairman, College Librarian as its Secretary, Vice Principals and Coordinators of Arts, Commerce and Science faculties, senior teachers representing various departments. In the meeting of the committee, convened at the beginning of the academic year about facilities and requirement.



- ❖ Library subscribes national and international research journals, magazines, periodicals and Marathi and English newspapers. Library is member of N-List - INFLIBNET and Digital Library of India through which we procure e-resources and databases.
- ❖ Daily and timely cleaning and maintenance of stacks, racks, reading room is done with sweeping, wiping and removing dust by vacuum cleaner. Library have information access centre with wify facility for library members.

Laboratories:

- ❖ The College has 07 laboratories attached to various departments, 01 computer labs, 01 internet facility centre. Optimum utilization of laboratory resources is ensured by the faculty coordinators, vice principals and department heads for the whole semester.
- ❖ The Head of every department has freedom to take the decision regarding the departmental maintenance and supporting facilities. Laboratory and Library staff of the college is engaged in the maintenance of the laboratory.
- ❖ The instruments, equipment's and electrical appliances are repaired and maintained by concerned technician. Maintenance of LPG pipeline, regulator, burner etc. is done by concerned dealer.

Gymkhana:

- ❖ The Gymkhana Committee is in charge of creating and maintaining sports facilities on campus for students and faculty.
- ❖ Sports facility maintenance is done as per requirement by a service provider. The playground, indoor sports facility and Gym equipment are maintained as and when required and outsourced.

Classroom:

- ❖ Classroom building cleaning / Maintenance.
- ❖ There are fifteen spacious well-ventilated classrooms provided with good writing boards, benches and light facility.
- ❖ Security and maintenance of the corridor and classrooms is monitor through CCTV camera.



- ❖ Classrooms and corridor are maintained and kept clean by sweeping and wiping with the help of peons.
- ❖ Further to provide opportunity of ICT based teaching in the smart classrooms for all the departments, the Vice principals and the faculty Coordinators chalk out timetable, semester wise.

IT infrastructure Maintenance:

The ICT committee monitors the maintenance of the college website. The maintenance work related to website, computer laboratory and equipment is on through contract services. Up gradation of software, hardware and maintenance of ICT facilities is done by local service provider under the guidance of ICT committee. Broadband connection and its maintenance are provided by BSNL.

Electrical maintenance:

The electricity is supplied by Maharashtra State Electricity Distribution Company. College has a generator and separate inverter for different departments. The electrical maintenance work is maintained is done by done by local service provider.

Utilization:

- ❖ The institution insures the optimum utilization of the available infrastructure by effective participatory planning.
- ❖ The institute's time table committee frame time table such that, our classrooms, laboratories and computing equipment are occupied from morning till evening (7.30 am to 5.00 pm).
- ❖ The conference hall harbors multiple activities such as co-curricular activities, staff meetings, and various functions of departments in addition to the visitor's lectures.
- ❖ The library services are available from morning till evening (7.30 am and 5.00 pm).
- ❖ Scholarly card is issued to meritorious students.
- ❖ The playground and indoor sports facility is utilized by the college sportsman in the evening and morning regularly.



- ❖ Intercollegiate and Zonal sports events are organized. Besides this, the sport facilities and sport infrastructure is also made available to sports associations which strengthens neighborhood network.
- ❖ The local citizens also use playground for morning and evening walk for better health.
- ❖ The infrastructure is also made available to government units and public sector organizations for conducting various programmes.
- ❖ The plant/class work material for botany is collected from botanical garden and campus.

The College has a College Development Committee that deliberate each year on the various infrastructural and academic needs of the college.




PRINCIPAL

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