

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

Introduction:

The college has well established system and procedures for maintaining and utilizing physical, academic and support facilities. The Principal constitutes various committees for maintenance of infrastructure facilities in the campus. All requirements including purchase of equipment, instruments and their maintenance are discussed in College Development Committee for their necessary approval. The requirements received from library, office, staff and support services are analyzed and sorted as per their necessities and priorities. There is a purchase committee in the college. Required material and equipment are purchased from dealers and suppliers recommended by expert committee of Rayat Shikshan Sanstha, Satara. In the matters of purchase, repairs and augmentation of physical, academic and support facilities, college follows rules and regulations laid down by Rayat Shikshan Sanstha, University, Govt. of Maharashtra and UGC. College maintains dead stock register of equipment, instrument etc.

Maintenance of Laboratory:

The college has only arts and commerce streams. Instead of science laboratories, the college has established Computer Lab. Computer Lab consists of 20 computers and LCD. It has separate internet connection. The computers are connected to each other through LAN. It is used to conduct certificate course in Translation and Communicative Proficiency and Tally ERP -9. Maintenance and minor repairs of computers and other electronic instruments are done by hiring external agency. The college uses licensed software. Licensed copies of antivirus are installed every year whenever necessary. Any repair to hardware is done by hiring external agencies.

Maintenance of Library:

Library is fully automated by LIBRERIA software of MKCL Pune, with bar code system. The LIBRERIA enabled OPAC is available online, through which user can search books and titles anytime anywhere. Library subscribes for 41 national and international research journals, magazines, periodicals and Marathi, Hindi and English newspapers. Library is member of N-List - INFLIBNET and Digital Library of India through which we get e-

resources and databases. Daily and timely cleaning of stacks and racks is done with sweeping, wiping and removing dust by vacuum cleaner. The library attendant and peon look after the maintenance of library. Old books are maintained properly. Library is fumigated once in a year to keep it away from library pests. Library advisory committee looks after the issues of library fees, late fee on delayed return of books, deposits, disposal of newspapers and ragged books. Fund received through fines is utilized for maintenance of library only. Library provides open access for teachers and students. It also provides remote access for teachers and selected students. Library maintains book bank facility for needy students. ICT equipments and audio-visuals in the library are maintained centrally by hiring maintenance contractors. The library is under surveillance of CCTV. For safety and security of the library, fire- extinguisher is made available.

Maintenance of sport complex:

The sport is an integral part of the students' life. The college provides sport facilities and maintains it. The Gymkhana committee is constituted by the Principal. The committee looks after the maintenance and utilization of ground. The ground is available for playing Kho-Kho, Kabaddi, and Holley ball. Gymnasium facility is available in the campus. The outdoor sport facilities are maintained by the Director of Physical Education, non-teaching staff and players. The ground is maintained with the help of players and students. Minor repairs to all instruments and equipments are done by the Director of Physical Education. Repairs to gymnasium and specialized equipments are done with the help of trained agencies. Such type of maintenance policy is also used in case of indoor games. Besides physical director, coach is also called for guidance and training. Our alumni also guide our athletes and players. Besides our students, other stakeholders are also allowed to use sports facilities with prior permission of the Director of Physical Education and Principal.

Maintenance of Classrooms:

The college has 11 classrooms including seminar hall, out of which 09 classrooms are ICT enabled and 02 digital classrooms. All classrooms have comfortable and sufficient seating arrangements, glass boards, dais, LED tube lights and fans. Classrooms are kept clean by sweeping and wiping with the help of peons and labours. Classrooms are utilized for short term courses and co-curricular activities after the regular lectures. Broken desks are repaired or damaged desks are replaced by new ones. Black boards and glass boards if broken are changed urgently. Broken glass panels of windows are replaced. Minor changes and repairs to

classrooms, and other facilities are done departmentally by college. Major repairs and augmentations of classrooms are done by hiring external agencies.

Maintenance of computers:

There are 46 computers, 06 laptops, 14 LCDs, scanners, printers, Xerox machines, copiers. Computer with internet connectivity and printer are provided to all the departments and support services like Library, Administrative Office, NSS, Sports and Computer Lab. Maintenance and minor repairs of computers and other electronic instruments are done by hiring external agency. College uses licensed software. Licensed copies of antivirus are installed every year whenever necessary. Any repair to hardware is done by hiring external agencies. Computers and all other electronic devices out of use are removed from dead stock on recommendation of expert committee and prior permission of relevant authorities.