

## **Criterion IV**

### **4.4.2- Procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sport complex, computers, classrooms etc.**

There are well established systems and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, library, sport complex, computers and classrooms etc. For this reason Principal formed different committees of which main committees are steering committee, purchase committee, administrative committee, maintenance committee, building committee, library advisory committee, gymkhana committee, cultural committee etc. Each committee has to shoulder its responsibility to look into the matter.

#### **Different important committees are:**

- 1. Academic Committees:** Time-Table, IQAC, UGC, Staff Academy, Library Advisory Committees etc.
- 2. Administrative Committees:** C.D.C., Steering, Discipline, Examination, Student Council Committees etc.
- 3. Co-Curricular Activities Committees:** Gymkhana, Computer, Career Counseling and Placement Committees etc.
- 4. Extra-Curricular Activities:**

College runs various Extra Curricular Activities such as Cultural, N.S.S, Debating, Essay and Poetry, Wall Display, Anti Sexual Harassment, Function and Celebration etc.

As per the University rules, our College formed C.D.C. (College Development Committee) to take proper decisions and implement them for the betterment of the College and for the welfare of students. The Institution has a provision of budget allocation for various activities. The necessary amount of budget is fixed in the meeting of C.D.C. along with Heads of all the Departments. We take care that Maintenance like repair of furniture, electrical work and equipment is get to be done from respective agencies at proper rate.

#### **Maintenance and utilization of Laboratories:**

- Equipment of science laboratories are cleaned regularly intervals.
- According to need of syllabus college purchase essential equipment. Lab attendant take care of cleanliness of laboratory.
- Repairing work is done by teachers and lab assistant of the related laboratories. For major repairing work related company technicians are called upon.
- When instruments are not in use they kept in cupboard or wrapped properly.
- We purchase necessary equipment as per the need. Laboratory attendant clean labs once in a week to make them dust free.
- Constant supply of water is made available with the help of electrical motors.

#### **Maintenance and utilization of Library:**

- Library has advisory committee appointed by the Principal to monitor the smooth and effective functioning of all the services provided by the Library. It also shoulder the various responsibilities like fixing the annual budget, purchase of the reference books, purchase of the text books and some other important books, journals and magazines etc.
- Monthly cleaning of the books and racks by library attendant. Binding of old loose books is done to preserve them.
- The advisory committee makes suggestions regarding the extension of infrastructure of the library. It also takes decision about the Library fees, book collection late fees, selling of old newspapers, disposal of unwanted books, etc.
- The Library provides open access for teachers and students. It also provides book bank facility up till examination.
- Library provides the facility of different newspapers in Marathi and in English.
- Library provides facility to outdoor readers.
- Fire safety unit is installed as the precautionary major. Stock verification is done after one year. Librarians seek recommendations from the Departments to purchase necessary books.
- After arrival of the new books their titles are displayed on the notice board for the kind information of the staff and the students.
- Internet facility is available in the library and through it provides NDL and open e-resources access to teachers and students.

**Maintenance and utilization of Sport Complex:**

- We have playground which are maintained well and used optimally.
- For playing indoor games college provides facilities such as chess, carom, etc.
- We have softball and baseball playground.
- We have plenty of availability of space on the playground for Volleyball, kho-kho and kabaddi so that boys and girls can be played separately.
- We are organizing different matches at intercollegiate level.
- Local organized bodies are allowed to play on the Playground under some conditions and restrictions.
- Playground is maintained properly. Soft soil is spread on it to maintain the level and smoothness. The soil is pressed and set properly with road roller. Small stones and pebbles are picked up.

**Maintenance and utilization of computers:**

- Maintenance of computer systems are done regularly as per requirement  
And major work is done during vacation.
- Laboratory assistant and the faculties of Computer Science look into the maintenance of computers. They look for the maintenance job such as updating of operating system, Antivirus, Software, hardware and technical problems etc. In case of physical damage we call expert from related agencies.
- Power backup is provided to the computer systems to use them optimally.
- Internet is provided to computer systems through Jio Modem.

**Maintenance and utilization of Classrooms:**

- Electric fans are provided in the classrooms for ventilation of air.
- Classrooms are cleaned by peon. He cleaned classrooms every day.
- Extra classes in addition to regular lectures are conducted on Sundays and Holydays to complete portion well in time.
- We have 05 classrooms. Ours is single faculty college that is Science Faculty thus it is engaged for whole the day from 7.15 a.m. to 6.15p.m.

- In three sessions, one for practical work from 7.15 a.m. to 10.30 a.m., second for theory lectures from 11.11 a.m. to 2.36 p.m. and third again for practical work from 3.00 p.m. to 6.15 p.m.
- We provide classrooms for various university examinations.
- We arrange guest lectures under different activities.