

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities. The head of the concerned department informs the Principal regarding the maintenance of the infrastructure. The Principal communicates the same to the management and the order is placed to the concerned agency.

In some cases like cleaning Washrooms, Water Tank, Computer Maintenance Services, electrical maintenance and Security (Guards) annual contracts are made and are in effect till date. The college premise is cleaned by the non-teaching staff every day.

There is a regular defined procedure of maintenance for :

Computer Laboratory :

The computer is equipped with 20 computers and LCD Projector with UPS back up. The agency appointed for Annual Maintenance deals with the concerned problems including up gradation and updation of the computers. The Lab is used for lectures and practicals, conducting programmes like Online Accountancy Quiz and Online Commerce Quiz, etc.

Student Facility Centre :

It has computers with Internet facility, printer and a Xerox Machine. It is used for preparing project work, Project Presentations, Data searching, reference works, Filling Online examination forms and e-mail correspondence.

Library :

There is a Library Committee to look after various concerned matters like purchase of books. Reading material, subscriptions, etc. The students have open access between 10.30 a.m to 5.45 pm. Students use the library by registering their names in the visitors register for reading newspapers, journals and magazines.

Sports:

The Dept. recommends the required sports equipment to the Principal for sanction and

approval. The students have open access to sports equipment by registering their names for using the sports facilities. The Director of Physical Education guides, trains & motivates the students for various indoor and outdoor games. He accompanies the students at university, state and national level competitions. The equipment are maintained and cleaned by the ground man.

The Sports room for indoor games like Table tennis, Chess, Carom are available and Yoga is conducted for the students and playground for Outdoor games like Kabaddi, Kho-Kho, Basket Ball, Volley Ball and Shot-Put are used. The dead stock register is checked and verified by the committee time to time.

Cultural :

The Dept of Cultural Activities proposes the annual budget for the activities to the Principal for approval and sanction.

The college has a Dhamankar auditorium for organizing cultural activities which consists of separate dressing room, a professional stage, modern sound system, mikes and light system. There is a Gosavi Hall in the campus used for the same purpose.

Commerce Laboratory:

This Laboratory is maintained by the Dept. of Commerce for lectures and practical's. It is equipped with an advanced Smart Board with lecture capturing system and computers with LAN. It is used for poster presentation ompetition, Wallpaper publication, Student Academy, screening films/ educational videos, etc.

Classrooms:

There are total 18 classrooms in the college which are utilized for the lectures, discussions and examination work.