



Ashti Taluka Shikshan Prasarak Mandal's
Adv. B. D. Hambarde Mahavidyalaya
Ashti

PROCEDURES & POLICIES FOR MAINTAINING AND UTILIZING ACADEMIC & SUPPORT FACILITIES

In the attempt to provide academic and physical facilities, maintenance and a regular follow up is necessary. Every year, the number of students is increasing day by day. There the recurring as well as non-recurring study material is to be maintained. Use of ICT in teaching process is also increasing. Computer software need regular updates and antivirus installation, printers and scanners also need refill of cartridges. In attempt to provide advanced learning atmosphere, cultural facilities like drapery, sound systems, lights, mikes need repair time to time.

Institute looks forward to construct new library building and a huge stage for performance at annual day functions and regular cultural programs. Smart boards, markers, study material in soft and hard copies are updated regularly.

Cultural committee, Building committee as well as In-charge professors of student council get a regular follow-up of the needs of students and staff. Their demands are forwarded to IQAC and CDC. After permission and sanction from CDC it is put to General body through Principal. Authorities sanction the budget according to urgent and important needs. Office Superintendent keeps a record of the total expenditure.

Policy Making for Physical, Academic and Support facilities:

The college has enough space to accommodate all the requirements. There are enough classrooms for routine classes with spacious Central library, administrative office and other basic facilities as per the university affiliation norms. Internal cleaning of the college building is equally distributed among all the support staff. Both urinals and toilets are also regularly cleaned with proper hygiene. Black boards if broken are changed urgently. Broken glass panels of windows are replaced once in a year. We have 20 classrooms. The college has its own canteen offered on annual contract basis which provides good quality food items at affordable rates and Canteen Committee regularly reviews its rate chart and gives specific instructions about the hygiene and quality of the food.

Maintenance and utilization of Library:

Library has an advisory committee appointed by the Principal to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like finalizing the annual budget, purchase of the reference books, purchase of the text books and some other important books, journals and periodicals, etc. Library is substantially computerized, bar code system is adopted. It also uses the system of catalogue (OPAC). Monthly cleaning of the books and racks is done to preserve them. The advisory committee makes suggestions regarding the extension of the library. It also takes decision about the Library fees, book collection, late fees, deposits, weeding out policy of the unwanted books etc. The Library provides open access for all users. It provides book bank facility. Library makes available different newspapers in Marathi and English. Library provides facility to out-door readers who include retired staff, alumni and general readers. Stock verification is done as per the guidelines of the norms. Librarian seeks recommendations from the Departments to purchase necessary books. After arrival of the new books their titles are shared on social networking platform and also display the books on new arrival section for information of staff and students. The library is using 'SOUL' software for automation of the library, and provides free Wi-Fi facility to students and staff. Online access to e-journals is provided through INFLIBNET N-LIST. Library has a good collection of rare books, manuscripts.

Maintenance and utilization of computers:

There are total One Hundred computers and five laptops in the college. Maintenance of computer is done regularly as per requirement and major work is done during the vacation. He looks after 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 back up is provided to the computer systems to use them optimally. Broadband Leased Line BSNL Internet is provided and Wi-Fi units are also set up in the college. LAN and internet connectivity is regularly tested. LCD projectors, language lab software are also upgraded time to time. The audio-visual system is set up in the classrooms, cultural hall and seminar hall. Digital classroom is available in the college.

Maintenance and utilization of Sport Complex:

We have spacious Gymnasium Hall and a large 9 play-ground which are well maintained and used optimally. Gymnasium Hall is utilized for playing indoor games such as wrestling, chess and carom etc. We have 400 X 8 mtrs running track on the play-

ground. We have plenty of availability of space on the play-ground with running track on which we have Kho-Kho grounds, Long Jump unit, Kabaddi ground, spacious Volley-ball ground, Hand-ball, Foot-ball Ground. The college has organized sports competitions. Students of the college have participated at University, State and National level tournament.

Extra-Curricular Activities:

There is a spacious hall for Cultural and other activities. It is well equipped with the audio-visual system and maintained regularly. There are various musical instruments for practicing cultural activities. (Cultural Committee through IQAC) takes proper decisions and implements them for the betterment of the college and for the welfare of students. The Institution has a provision of budget allocation for various activities. We take care that maintenance like repair of electrical work and equipment is get to be done from respective agencies at proper rates..

ICT Facilities:

The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the principal.

Laboratory:

Laboratories in departments of Physics, Chemistry, Botany, Zoology, Computer Science, Automobile Lab, Organic Farming Lab, Beauty & Wellness Lab , Computer Application, Langue Lab are directly under the custodianship of respective Departments and its heads. Lab maintenance staff is responsible for regular maintenance of facilities. Rules and regulations to utilize them are displayed at the entrance of laboratories. Log Registers are maintained in every lab.

References:

1. https://dimapurgovtcollege.in/wp-content/uploads/2018/07/Criterion-4.4.2_Procedures-and-policies-for-maintaining-and-utilizing-physical-academic-and-support-facilities.pdf
2. https://wca.edu.in/assets/files/services/5/5_Procedures_and_policies_for_maintaining_a_and_utilizing_physical_academic_and_support_facilities_2019-2020.pdf
3. https://jorhatcollege.org/PDFs/Procedures_and_Policies.pdf
4. <https://mgcollegetvm.ac.in/rules/our-maintenance-policy/>




Principal

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