

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. Institute has different committees such as purchase committee, administrative committee, building and maintenance committee, library advisory committee, gymkhana committee, cultural committee etc. Each committee has to shoulder its responsibility to look after issues regarding maintenance and utilization of each aspect of institute.

Gymkhana Committees and Administrative Committees:

Academic Committees:

IQAC, Time-Table, UGC, Admission Committee, Prospectus Committee, Staff Students Welfare Committee, Standing Committee (BC Cell) Alumni Association, Research Committee, Attendance Co-ordination, Class wise Result & Improvement Committee, Lead College Activity Committee, Library Advisory Committee, Exam Committee, Staff Academy etc.

Administrative Committees:

C.D.C., Discipline, Staff secretary, Student Council Committees etc.

Co-Curricular Activities Committees:

Gymkhana, Excursions (study Tour), Lead College Activities, Vivekvahini Samiti, Career Counseling and Placement Cell etc.

Extra Curricular Activities:

College runs various Extra Curricular Activities such as Cultural, N.S.S, N.C.C, Debating, Essay and Poetry, Sahyadri Adventure (Natures Lovers Club), 'Vainteya' Wall paper, College Magazine (Daulat), Anti Sexual Harassment Cell, etc.

As per the University rules, our College constituted C.D.C. (College Development Committee) to take proper decisions and implementation 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. Maintenance like repair of furniture and computer, electrical work and equipment is done from respective agencies at proper rate.

Maintenance and Utilization of Laboratories:

- Equipments of science laboratories are cleaned twice in a year. Mechanical parts are oiled to make them operate smoothly.
- Minute repairing work is done by teachers and lab assistance of the related laboratories. For major repairing work related company technicians are called upon.
- We purchase necessary equipments as per the need. Peons clean labs once in a week to make them dust free.
- When instruments are not in use they are kept in cupboard or wrapped up properly.
- Up-gradation of electric wiring through panel boards with suitable cables substantially contributed to the smooth and safe supply of power.
- Constant supply of water is made available with the help of electrical motors.
- Power backup is provided to the labs so that they can be used optimally.

Maintenance and utilization of Library:

- Library has advisory committee appointed by the Principal to monitor the effective functioning of all the services provided in the Library. It also shoulder the various responsibilities like fixing the annual budget, purchase of the reference books, text books and other books, journals and magazines etc.
- Library is partially computerized, Bar code system is adopted. It also uses old system of catalog.
- 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, deposits, selling of old news papers, disposal of unwanted books etc.
- The Library provides open access for teachers and post-graduate students. It provides book bank facility to some students.
- Library provides the facility of different news papers in Marathi and in English. It also provides employment news.
- Library provides facility to outdoor readers for competitive examination.
- Study room remained open from 9.30 a.m. to 4.30 p.m. during working days

- Stock verification is done after every five years. Librarians seek recommendations from the Departments to purchase necessary books.
- The library is using '**Library Management System**' (**LIBMAN software**) soft ware and provide free internet facility to students and staff.
- After arrival of the new books their titles are displayed on the notice board for the kind of information of the staff and the students.
- **2 mbps** Broadband internet connection is provided.
- Online access to e-journals is provided through **INFLIBNET**.

Maintenance and utilization of Sport Complex:

- We have spacious Gymnasium Hall and large play ground.
- Gymnasium Hall is utilized for playing indoor games such as table tennis, badminton, shuttle cock, wrestling, chess and carom etc.
- We have 200 X 4 meter running track on the play ground. The ground is used for other sports purposes also.
- We are organizing different sports events at different levels e.g. District level, Zonal level, University level etc.
- Play ground is maintained properly. Important task is maintaining of the running track. Grown grass is rooted up at the end of rainy season; 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:

- For Hardware and Software maintenance of computers we appointed a technical person. He looks for the maintenance job such as installation of operating system, Antivirus, Software and technical problems etc.
- Power backup is provided to the computer systems to use them optimally
- Internet connection is provided to some computers.
- LAN and internet connectivity is always checked by technical person.

Maintenance and utilization of Classrooms:

Broken and damaged desks are replaced by new ones. Classrooms are allotted to peons to be cleaned. Each peon cleans up his or her related classroom once in a week. Coloring is done as per required.

- Extra classes are conducted on Sundays and holydays to complete syllabus well in advance.

- We have 30 classrooms. Our college is multi faculty thus it is engaged for whole day from 9.30 a.m. to 5.30 p.m.
- We provide classrooms for various university examinations.
- We arrange Workshops, guest lecturers, Seminars under different activities