

Procedures and policies for maintaining and utilizing physical, academic and support facilities

1. Physical Facilities:

- A robust systems and procedures along with manpower monitoring to ensure proper maintenance and utilization of infrastructure, library, sports grounds, laboratories, classrooms, seminar halls, auditoriums and all service installations is in place.
- Separate housekeeping staff are engaged to keep the campus hygienically clean
- For the up keep of computers, LAN, internet, Wi-Fi and other ICT facilities and design, an IT in-charge is appointed and the professional services are hired as per the demand.
- To overcome the power failure and to provide adjustable power base, a separate 5 KV Genset has been installed & maintained by staff and professional experts.
- The College infrastructure committee headed by the Principal looks after the development, maintenance and utilization of the College physical facilities.
- Suitable budget is allocated every year for the maintenance of various facilities.
- More than 48 CCTVs are installed to monitor the college building.
- Separate gardener is hired to maintain the medicinal plant garden

2. Academic Facilities & Classrooms:

- A separate classroom monitoring committee comprising of Class-teacher and few student representatives is constituted.
- The committee reports any issues related to the sitting facility, LCD projectors, wi-fi, internet, electrical fixtures etc.
- Every classroom is fitted with CCTV for surveillance.

3. Support Facilities:

- The wi-fi routers, power backup facility of 5 KV, purified cooled drinking water facility, elevator, fire extinguishers are in place and is maintained by professional experts on regular basis.
- All the records and dates of next visits/refills are maintained with the stores department

4. Laboratories:

- Teaching faculty is appointed as lab in-charge, to every lab. All the Labs also engage One Lab Assistant and attendant.
- Lab in-charge maintains the record and upgrade the laboratory with necessary equipment
- Dead stock verification is carried out to assess functionality of equipments etc.

- Every laboratory assistance keeps the record of utilization of equipments, computers and other required material for experiments.

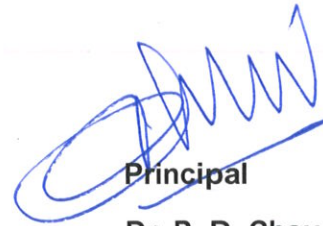
5. Library:

- A Library Advisory Committee is in place comprising Principal as the chairperson, one faculty as library in-charge, librarian as member secretary along with one representative each from faculty and students from every course to deal with issues and for smooth and efficient functioning of the library.
- Newly admitted students are enrolled in the library database and issued with library cards
- Wi-fi facility and the e-resources and other web based information facility are maintained regularly.
- Separate record for the reprographic facility provided by the library is maintained.
- A separate PC is dedicated for the Online Public Access Catalogue (OPAC facility)
- Entry and exit of each user is digitally stored through a biometric access door.
- The requirement of new books, journals are obtained from the students, faculty through a feedback form and accordingly order is placed.
- Worn-out books and backdated journals are bound and stored
- Additionally, all the department are housing a departmental library for the reference of practical books or materials
- In addition to books issued on Card (03 books), the library provides Book Bank (06 books) and Book Loan (06 books) Scheme to the students.
- The library is operational with extended period of time 8 am to 6 pm. And also as per the demands of students

6. Computers:

- Computers Maintenance and support are carried out by system administrators.
- Regular up-gradation is carried out for computers and software.
- Separate services are hired for external agencies for the maintenance of reprographic facilities, computers, internet, wifi-routers, projectors etc
- VMEdulife ERP system is in place for facilitation of paperless and effective governance





Principal

Dr. P. D. Chaudhari