

4.4.2 Policies and Procedures for maintaining and utilizing Physical, academic and support facilities.

Policy Details:

College has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. College has regular maintenance and periodic replenishment of essential facilities.

For the effective college functioning, the policies and procedures for maintaining utilization of physical, academic and support facilities have been designed.

Systems for Maintenance and Utilization:

- The overall planning and development of institute is monitored by College Development Committee (CDC) and PRES Loni.
- Establishment of institute level repair and maintenance committee is chaired by the Principal.
- The allocation of budget for the maintenance and utilization of physical, academic and support.
- Every year separate budget is allocated for Library and Laboratories.
- The Institution plans and ensures the optimal use of available infrastructure.
- The stock of physical facilities and academic support facilities are recorded by a separate committee formed by Pravara Rural Education Society (PRES) Loni.
- Requirement of the department regarding new purchase and maintenance of old equipments is collected and forwarded to PRES Loni for budget allocation.
- A periodical review of repair, maintenance and requirements is taken from respective head of the department under the guidance of the Principal.

- Principal and College Development Committee (CDC) scrutinize the urgency, necessity of the requirement and forwarded to the PRES for approval.

Procedures for maintaining and utilization:

- The maintenance of the classroom and laboratories is carried out as per the schedule prepared by civil supervisor, lab assistant under the guidance of Head of the department given by respective head of the department, which is monitored by college supervisors and Lab assistant in respective laboratory
- Laboratory rules and regulations are prepared and displayed in each laboratory.
- SOP for each instrument is prepared and displayed at the location of respective instrument.
- College has adequate number of computers with internet and antivirus facility. This facility is given free to the students.
- Maintenance of college website is done regularly by IT coordinators of the society.
- Maintenance of electric apparatus is carried out by electrician of the institution as per the requirement given by the college
- Facilities related with health centre are maintained regularly by the sport department
- Library is kept open from 9:00 am to 5:00 pm during working days. During examination time is extended up to 6:00 pm.