

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - Laboratory, Library, Sports Complex, Computers, Classrooms etc.

The college has established AMC for looking repairs, maintenance of infrastructural facilities. They are - physical, academic and support facilities. The Committee also draws plan, policies & procedures for smooth working. The Committee observes the applications from various technicians, plumbers, electricians and building contractors etc. and chalk out the annual maintenance programme. The procedures and policies maintaining and utilizing physical, academic and support facilities are followed as:

Procedures and Policies for Maintaining & Utilizing Laboratories

The College has 06 laboratories established for various Departments like,

- Head of Department of the concern lab notify the maintenance requirement with particulars in demand note and takes approval from the Principal. The Office In charge calls the service provider and solve the problem under stipulated time.
- The utilization of the laboratory and equipments handled with care by the students, under the guidance of the trained teachers. The students utilize this facility in their respective practical sessions.
- Laboratory area maintained sufficiently clean and orderly to prevent contamination of samples and to facilitate the efficiency of laboratory operations.
- **B.Voc. F. T. Lab:** There are Advanced Electric & Non Electric Sewing Machines and Ironing Machines for making garments and practicing the skills, computers with Cad and Photoshop Designing Software for making garment designs. Mannequins display of garments made by the students. For every six month, the machines repaired and its servicing is done through the outside agencies under the Annual Maintenance Contract.
- **Computer Studies Lab:** Computer Systems and ICT related equipments installed for use of students. For maintaining the equipment and facilities, computers and other equipments frequently checked for any repairs and updates by the teachers.
- **Home Science Lab:** Sewing Machines, Computer, Microwave Oven and Refrigerator are available for teaching and practicing for the students. All equipments are regularly checked for any repairs and maintenance by the teachers and students.
- **Music Lab:** Music Recording Facility with Digital Recording Software (Cubase 5), Sound Card, Audio Mixer, Microphones, Speakers and monitor with Computer installed for the use of students and faculty with musical equipments like Tanpura, Harmonium, Tabla, Swarmandal, Sitar, Violin, Synthesizer and Side Rhythms. The department time to time maintains the equipments and if there is any fault of repair work occurred for particular equipment it is maintained through the above procedures.
- **Commerce Lab:** Projectors, Smart Boards, Computers with software like Tally for studying Business accounting recording with inventories and SPSS for Statistical analysis of the research are installed. For maintaining the equipment and facilities, computers and all equipments regularly checked for any repairs and maintenance by the teachers and students.
- **English Lab:** This lab comes under the Department of English, the lab contains Computers with language software like ORELL installed for the use of students. This lab used by the students for their knowledge enhancement regarding English language and

literature. All equipments regularly are checked for any repairs and maintenance by the teachers and students

Procedures and Policies for Maintaining & Utilizing Sports Facilities of the College

- Director of Physical Education & Sports notify the maintenance requirement with particulars in demand note and takes approval from the Principal. The Office In charge calls the service provider and solve the problem under stipulated time.
- The utilization of the sports facilities and equipments are available for the students during the college timings; these facilities are also used for training camps and various intercollegiate/inter university tournaments. The students utilize this facility in their respective sports training time sessions.
- **Indoor:** Indoor Facility with **02** Wooden Badminton Courts and **01** Table Tennis Table with LED Flood lights and other equipments. A salaried attendant appointed on contract basis for maintaining these facilities. Both wooden courts maintained and cleaned by the attendant on daily basis and time to time, we polish these courts for clean and non-slippery surface. Department organises time-to-time training camps for the students for skill enhancement in the Badminton & Table Tennis.
- **Outdoor:** **02** Basketball Grounds with floodlights facility, Kabbadi Clay Ground and Kho-Kho Clay Ground are the outdoor facilities. For maintaining these facilities peons works under the Sports Committee guidance. Department organises time-to-time training camps for the students for skill enhancement in the outdoor games like Basketball, Athletics, Kabbaddi & Kho-Kho.
- **Ladies Gym:** The College has established well-equipped Gym for motivating girls towards physical fitness. This Gym contains a Multi-Gym System, Treadmill, Cardio Cycle, Skipping Ropes, Dumbbells, Yoga Mats and Medicine Ball. Institution tries to organise training session of Lady Gym Trainer on volunteer basis for the students for enhancing Gym etiquettes. The machines are repaired time to time by an experts. The director of sports look after all these plan and policy of maintenance with the consultation with higher authority.

Procedures and Policies for Maintaining & Utilizing For Classrooms

- Classrooms and facilities maintained by the concern peons, under the guidance of Discipline and cleanliness committee, all classrooms are cleaned every day in morning and evening sessions.
- Discipline and cleanliness committee and Head Clerk jointly observe the maintenance work and modify if any.
- The classrooms are utilized by the teachers for the teaching and students for learning purposes as per master timetable .The classrooms also used for various student oriented programmes.

Procedures and Policies for Maintaining & Utilizing For Knowledge Resource Center

- The Library Advisory Committee takes efforts for keeping resources away from any disaster Fire Extinguisher and Insurance Policy Cover is available. Library attendant

keeps library resources clean from the dust. Computers and other equipments are frequently checked for any repairs and updates by experts.

- Librarian notifies the maintenance requirement with particulars in demand note and takes approval from the Principal. After that the Office In charge calls the service provider and solve the problem under stipulated time period.
- The requirement and list of books taken from the concerned departments and Head of the department is involved in the process. The finalized list of required books is duly approved and signed by the Principal.
- Students are motivated to register themselves in library to use OPAC.
- Suggestion box is installed inside the reading room to take users feedback for introducing new ideas regarding library enrichment.
- To ensure return of books, 'no dues' from the library is mandatory for students for appearing in exams.
- The proper account of visitors (students and staff) on daily basis is maintained.
- Other issues such as weeding out of old titles, schedule of issue/ return of books etc are chalked out / resolved by the library committee.

Procedures and Policies for Maintaining & Utilizing For Administrative Block

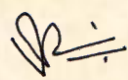
- For maintaining the Administrative Block and facilities Discipline and Cleanliness, committee works under the guidance of Principal and make guidelines for maintaining the premises, all classrooms cleaned every day in morning and evening sessions. The class rooms are allotted to particular peon and sweepers for maintaining. This work is monitored by the Head Clerk and Cleanliness, committee.
- The Administrative Block is utilized for administrative purpose by the management, Principal and non-teaching staff. This premises maintained by the allotted peons and sweepers.
- **Health Center:** A Voluntary Medical Professional has been appointed to cater to the needs of the students, teachers and other staff. Equipments and medicine supply is made available as and when required on priority under the supervision of the Principal.

Procedures and Policies for Maintaining & Utilizing For Urinals & Toilets

- The institutions has 14 Urinals & Toilets for use of all stakeholders of the institution. For maintaining, the Urinals & Toilets cleaned every day in morning session and again if needed. The Institution specially appointed sweepers and scavengers for this work. It is monitored by the Head Clerk and in charge peon.

Discipline and cleanliness committee and Head Clerk jointly observe the maintenance work and modify if any.




Principal
Late Sow. Kamaltai Jamkar
Mahila Mahavidyalaya, Parbhani