

# **SHRIPAD KRISHNA KOLHATKAR MAHAVIDYALAYA, JALGAON (JAMOD)**

**2018-19**

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

- Laboratory : The attendant of the Laboratory maintained the laboratory and the equipments under the supervision of the In-charge and the Head of the Departments.
- Library : The Library Clerk, Library Attendant and a peon take the care of books, newspapers computers, etc.
- Sport Complex : Department of sports of the college maintaining the every need of sport facility about students. Department of sports has Sport Org. committee for coordinating all such facilities.
- Classrooms : The maintenance and cleanness of the classrooms has been done by the Peons under the supervision of the Superintendent.
- The institution appoints a sweeper on the temporary basis to maintain and clean the toilets and urinal

Policies for maintaining and utilizing physical, academic and support facilities :- Our institution has the Local Management Committee which takes the decision about the maintenance and utilization of physical, academic and support facilities for the development. The committee takes the decision about the physical and academic facilities like campus enrichment, building construction, building repairing, maintenance of the electrification, water supply requirement, furniture, maintenance of equipments, etc. Wherever the expenditure required for the construction or the maintenance of the building, the LMC suggest it to our parent management and the parent management takes the decision about it.

Laboratory : In our institution we have two laboratories - Computer Laboratory and Home Economics Laboratory. The Computer Department has 23 sets of computers with the updated software. The decision about the maintenance and utilization of the computers has been taken by Prof H. R. Vipradas, In-charge of the Department of Computer. Library : Our institution has a well developed central Library having more than 18000 books. After the retirement of the Librarian in April 2016, Prof. P. P. Chavan became the in-charge of the Library and the co-ordinator of the Library committee. The Library provides the books facility to the students and the teaching and nonteaching staff. The Library Clerk, Library Attendant and a peon take the care of books, newspapers, computers, etc. Sports Complex : Students are getting all the facility regarding the sports i.e. every sports equipment with required ground. Department of sports of the college maintaining the every need of sport facility about students.

Department of sports has Sport Org. committee for coordinating all such facilities. Classrooms : We have 10 classrooms in our institution. The maintenance and cleanness of the classrooms has been done by the Peons under the supervision of the Superintendant. The institution appoints a sweeper on the temporary basis to maintain and clean the toilets and urinals