

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Our College has very effective internal coordination and monitoring mechanisms. Regular communication and correspondence are maintained with Sanstha, the parent organization. The Principal, according to the guidelines of Sanstha, implements various academic and administrative policies. The Principal organizes meetings and discussions along with IQAC, Vice-Principal and Heads of Departments for decision-making. The Principal monitors various curricular and co-curricular activities with help of conveners and members of the committees. The Principal carries out administrative activities with help of office superintendent, Head clerk, Jr. clerk and support staff. Along with this, IQAC is functioning actively and effectively for quality sustenance & enhancement.

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

Library:

Library has a Library Advisory Committee (LAC) which functions as follows-

To ensure relevant and required collection of books, journals and other sources to support all the courses offered in the college.

1. To allocate appropriate budget to procure the above stated source of materials to meet the curricula of courses.
2. To offer library extension services to the students and teachers.
3. The committee acts as an integral auditor for quality checking and provides support and guidance for library functions.
4. The advisory committee periodically meets to discuss various issues related to the library facilities and services and suggest suitable solutions for better functioning.
5. Teachers and students submit their book requirements in writing to the library and their requirements are sanctioned by the library committee.

The library follows Open Access System (OAS) in order to achieve 'Every Readers has his/her book' and 'Save the time of the reader as well as staff'. Like teachers, students too are equally free to recommend any books, journals and sources of information

New Arrival Display: The newly added collection is displayed for a period of seven days for wider publicity through the display board.

Book Bank Facility: The library has a book bank facility for students in which books are issued to the students for use for the entire year. This facility is for different user categories so as to ensure optimum utilization of books.

Library orientation:

The library staff orient the fresh students and the teachers about the library collection and the services of the library. The new arrivals are displayed on the display board and book jackets are displayed on notice boards for the students. The library organizes an annual book exhibition in order to keep our teachers and students abreast with the new titles.

Laboratory:

Every science department prepares the annual requirement of equipment, chemical glassware's etc with respect to course syllabus and student strength. As per the budgetary provisions the requirement gets approval by the Principal. The lab assistant calls for the sealed quotations as per the requirements from different suppliers and these quotations are opened in the meeting of the Purchase Committee and compared and the lowest and qualitative quotation is approved with the signatures of all the members of the Purchase Committee.

Same process is followed for the maintenance of all other equipment.

Sports:

For maintaining and utilizing sports facilities, College has an efficient Gymkhana Committee which looks after all essentials of sports related activities. As per the

schedule of University of Mumbai regarding sports competitions, the Gymkhana Committee brings notice to all students for their entries to participate. The Gymkhana Committee ensures maximum participation of the students and makes necessary arrangements for the participation of students.

Computers:

For maintenance and up gradation of computers college has deployed AMC.

Infrastructure

For maintaining and utilizing Classrooms and other infrastructures college has Infrastructure and Maintenance Committee under the Chairmanship of Principal. The committee frequently supervises cleaning of classrooms, washrooms and college campus, ensures clean and continuous water supply for drinking and also for washrooms. The committee also monitors the minor repairing of doors, windows, electric supply, furniture/ bench repairing, cleaning of overhead water tank, water coolers, maintenance of aqua guard etc. to maintain a healthy environment for the Teaching & Learning process. For proper safety and security the entire college including Classrooms, Laboratories, Office, Gymkhana, Staircase, Porch, Varandha, College ground & entire Campus is under CCTV surveillance.

Every year the campus and college ground is maintained clean and tidy. From last two years special efforts have been taken for campus beautification. In the beginning the removal of stones on the college ground was done by using JCP. Further levelling of college ground with the help of Grader and Rollers was done. The college ground was filled with *Murum* to make it a sports ground. Fencing of college ground with concrete *Katta* was completed at the end of 2016-17.

All along the fencing of ground nearly 110 trees are planted which includes Bottle palm, Coconut, Neem, Bakul, Karanj, Gulmohar and various flowering plants like Shankasur, Musanda, Keshar Fistula etc. along with 30 tree pots along the sides of building giving a scenic beauty to the campus creating very fresh eco-friendly atmosphere.

Also preparation of 20 feet Concrete road along the sides of both new and old building is completed. While stone filling of 20 feet road along the entire boundary of the college ground is completed concreting of which will be done in due course of time.

Construction of new infrastructure is proposed in the meeting of the College Development Committee (CDC) with a proper architectural plan and estimate. After the approval of CDC the proposal is sent to the Head office of Rayat Shikshan Sanstha. Based on the technical sanction of Sanstha, the standard procedure of Tender Notice in newspapers is followed, and 'Quotations' are invited and sanctioned in CDC meetings.