

## **Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities**

### **Introduction:**

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities. As per necessity of the students, the teaching and non-teaching staffs, the institution reviews the existing facilities and services and tries to augment those ones by extending, repairing, renovating and providing new ones. Since its establishment, the institution has been continuously implementing a strong policy to meet the constantly growing demands those of providing physical, academic and support facilities services for smooth functioning of all kinds of activities effectively.

As initiative measures, the institution has formed various committees which for inspecting, reviewing, maintaining and extending utilization of physical, academic and support facilities such as library, sports complex, ICT Tools, classrooms and so on.

### **Statement:**

The policy and process assure the optimum utilization of the physical, academic and support facilities and services and proper maintenance with the standard specifications so as to achieve and enhance and sustain excellence at the skills and knowledge of the students.

### **AIM**

The Policy for Maintenance and Utilization of Physical, Academic and Support Service Facilities aims at availing all the facilities repaired, replaced and ready in standard and sound condition for the use of students.

### **Objectives**

- 1.To assure the stakeholders with optimum utilization of the facilities and services made available.
2. To assure continuous access of physical, academic and support service facilities.
3. To take precautions of not misusing of resources and services.
- 4.To check after certain intervals the condition of the facilities and if require replenish, repair and replace them.
- 5.To set a transparent standard process for maintenance of the facilities

for assuring safety measures at workplace.

### **The mechanism for implementation**

The policy with regard to the activities of maintaining and utilizing physical, academic and support facilities are made by the principal of the college. As per the requirement, the principal provides various facilities to the students. For reviewing these facilities, he calls meetings of the respective committees and discuss in detail the required facilities and services. After deciding to provide required facilities and services, he allots responsibilities of functioning, replenishing, repairing and replacing facilities as additional duties to the faculties. The financial matters are maintained by the administrative staff. All the responsible persons try their level best to keep these facilities in sound conditions and assure their commitment in the matters of optimum utilization of them.

At present, the college has its two buildings. The old and the new one. The total number of rooms in both the buildings is 19. Out of them, there are spared ones for Principal's Cabin, Administrative Office, Faculty Room, Ladies' Room, Central Library cum Study Centre, NSS Office, Gymkhana Office, IQAC Office, Computer(ICT) Laboratory, Cultural/Conference Hall, Examination Hall. The remaining 08 rooms are used as classrooms. The college takes care of maintaining college buildings very well. They are regularly painted, cleaned and their premises and washrooms are washed regularly and kept clean and hygienic. The college looks after drainage and water system and if damaged, necessary repair work is done immediately. There is a separate canteen in the premises which provides fresh and healthy breakfast, tea and coffee. There are six well equipped LCD projectors installed at various rooms for the students to get benefitted with all kinds of audio-visual facilities screened for their academic progress. The computer laboratory (ICT) has 25 advanced computers with LAN and internet connectivity. The bandwidth of the internet connection is that of 5.16MBPS speed. Free Wi-Fi access is also provided for the faculties and students. In addition to this, internet connectivity is provided to the administrative office and the central library. We have signed annual maintenance contract with an agency for maintenance of all computers, photocopy machines, printers and scanning machines. For avoiding the hindrance of electricity outage, there are inverters installed for electric power backup during the period when such outages of electric power supply occur.

Automation software has been installed in the library and office as tools to work fast and transparently. In the matters of keeping books and journals dust free and clean, the college makes special efforts to remove dust of the books and journals by vacuum cleaner and other ways regularly. For keeping our library student friendly, provision of better ventilation and light is made. The library book and journal as well as reference book collection is added every year. The average amount spent on this collection for last five years is Rs. 52475.

The sports equipment like volleyballs, footballs, discus, shot put, carom boards, javelin, chessboards are provided and replaced regularly. The college provides ground for these all outdoor sports.

Safety measures are maintained in the library and computer laboratory, like Fire extinguisher. The first aid box is kept in the gymkhana hall and the medical facilities in it are replaced at regular times.



  
Principal  
Shri Sant Gadgebaba Mahavidyalaya,  
Kapashi, Tal. Shahuwadi, Dist. Kolhapur