

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Additional Information:-**

The College has established systems and procedures for the use and maintenance of various academic and support facilities available in the institution. Different committees look after the physical infrastructure like class rooms, administrative buildings, laboratories, sports dept. and other physical assets including services like water supply and electric supply. Administrative office headed by Principal has a team of electrician, technical staff and other support staff under the category of civil, mechanical and electrical experts.

Usage of central facilities like seminar halls, 200 capacity with ( 6 Air Conditioner) auditorium and conference halls is centrally controlled by Registrar office.

Staff Council Committees have been constituted for maintenance of infrastructure facilities and equipment's.

1. Building and Maintenance committee
2. Purchase Committee
3. Garden Committee
4. Library Advisory Committee

**1) Building and Maintenance committee**

The Building Committee is constituted by the staff council and approved by the governing body of the college. It does necessary arrangements for adding new academics infrastructure in the college as per the need of departments. It also carries out white washing, colouring, constructing / renovating building , electric repairing, repair work of the college.

**2) Purchase Committee.**

The equipment, instruments and other items for use in the laboratories are purchased after prier approval and scrutiny to ensure optimal utilization of budget distributed to the respective departments Budget allocation meeting is conducted every academic year. Purchase committee

approves its expenditure based on the newspaper publishing quotation. purchase of equipment other than computer including programme specific software and hardware and their maintenance in laboratories are carried out by the respective departments to which they belong. This committee is working regularly.

### **3) Garden Committee.**

It comprises of one convener and at least three vocational teachers from the campus and some faculty members from the Botany/horticulture background. The college has team of efficient and experienced gardeners to maintain the lawns and flora of the college. Planting of trees every year is carried in college in monsoon season. The trees are pruned after due permission from Government under supervision of qualified staff. This committee takes care of water conservation, plantation, teaching/ non-teaching staff, NSS/NCC volunteers and students also participate in activities grass eradication and cleanliness of campus.

### **4) Library Advisory Committee.**

The college Library Advisory Committee includes all faculty heads. Principal, NAAC co-coordinator, representatives of staff council. The committee provides the approach and operational plan for modernization and improvement of library. Most concerning purchase, issue and upgradation of library facilities are decided in this committee. This committee takes care of upgradation, enrichment and maintenance of the library. Committee provides proper organization and support for functioning of the library and prepares the annual budget and proposal for development of library for approval of management council.

### **5) Computer Resource Center.**

There is coordinator for the Computer Resource Center who monitors and maintains the computers lab in college. The entire computer infrastructure, purchase, maintenance and disposal is controlled by the Principal. there is as a website coordinator to manage and look into information sharing and uploading on college website. Issues related to hardware and software update and antivirus subscription are addressed on call basis. we have AMC for college administrative software and website of the college which is upgraded as and when required.

6) The director of physical education has the responsibility to ensure the optimum use of playground and other sport facilities.

7) The college has appointed security personnel through AMC, Considering the number of students and their Vehicles.

8) We provide our infrastructure to NGOs for various programme of national and social welfare able to generate some fund. Our infrastructure is also made available for film shooting free of cast. The college premises is under CCTV surveillance.

**9) Women Hostel Facility:** The women hostel was built under the 12<sup>th</sup> plan of UGC. It is located inside area of Warud city.1.5 km. distance from the college. The college located in rural areas so women hostel have important role to providing educational and accommodation facilities to the poor but intelligent students. In hostel have all modern facilities for the students and 40 students can accommodated in the hostel. Hostel office and waiting room, Recreation hall ,Warden room, Dinning room, Kitchen room ,Toilet and Bathroom and total 12<sup>th</sup> separate rooms are available in the hostel. The hostel campus maintenance like cleaning, sweeping, repairs and security services, a warden is available 24 hours for maintaining hostel. There is a hostel committee shall take a active interest in general welfare of students residing in the hostel and assist the warden in maintaining the living standards. The hostel committee shall supervise and ensure use of electricity and water in the hostel premises.

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