



“ज्ञान विज्ञान आणि सुसंस्कार यासाठी शिक्षण प्रसार”

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Shri Swami Vivekanand Shikshan Sanstha Kolhapur's
Smt Akkatai Ramgonda Patil Kanya Mahavidyalaya
Ichalkaranji

Accredited with B+ by NAAC
(Affiliated to Shivaji University Kolhapur)

Utilization and Maintenance Policy 2022-23

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INTRODUCTION:

All the students enrolled in the institute are benefited by available physical, academic and support facilities. Support services like library sport, NSS, NCC and academic facility like laboratory, computer lab are available for all the enrolled students, staff working in the institutes. Library facility is extended for society to on prior permission basis. Internal Quality Assurance Cell and College Development Committee discuss and reviews about all procedures and policies for better utilization and well maintenance of academic and support facilities of the institutions.

PURPOSE:

- ❖ **To provide better academic and support facilities to all stakeholders i.e. students, teachers and the staff of the institution.**
- ❖ **To look after proper allocation and utilization of budget allocated for maintenance of all academic and support facilities in the institute.**
- ❖ **To optimize the use of available resources to support teaching, learning and research activities of students and staff.**

**POLICY & PROCEDURE FOR ACADEMIC FACILITIES:
COLLEGE CAMPUS CLASSROOM**

1. Institute maintains dead stock register for all equipment, furniture, hardware, sport material and library collection purchased.
2. In the beginning of the each academic year head of the institute allots classroom as per the lecture schedule by consulting time table committee.
3. The maintenance and cleaning of college campus including corridors, playground, Principal's cabin, office, departments, classrooms laboratories, sport room, ladies room, and staffroom, library, seminar/cultural hall, IQUAC room etc .is regularly get done by non-teaching staff assigned for each floor.
4. Cleaning of washroom is get done from external cleaning service.
5. Dustbins are placed at everywhere. Parking facility is well maintained.
6. Garden in the institute is also well maintained by non-teaching staff.
7. Periodic reporting about repairs and maintenance of college building& infrastructure is submitted to parent Institute management by the Principal.

**POLICY & PROCEDURE FOR COMPUTERS AND ICT
FACILITY:**

1. Computer Lab & Browsing Center at library are open to all during daylong working hours of the institute.
2. Laptop allotment is done as per requirement of the faculty.
3. UPS, Projectors, A/C, inverters, CCTV cameras, and water purifiers, electrical and plumbing related maintenance is getting done with the help of local skilled persons.
4. Computers, College website, LAN network, maintained annually with AMC from the corresponding service providers.

POLICY & PROCEDURE FOR LABORATORY:

1. At the time of enrolment students are charged fees for laboratory, (for courses like home science psychology only) library and sport facilities as suggested by statutory body.
2. In addition to this non-salary grants are allocated for maintenance of all these part of teaching learning processes.
3. There is separate Lab Time-Table for all the courses. 2 labs are allotted for Home Science & Psychology program according to their requirements.
4. The respective faculty members are given responsibility to maintain the equipment's under their supervision.
5. The institute regularly maintains lab equipment's by checking working condition of laboratory equipment's. The minor maintains is done by local experts.

POLICY & PROCEDURE FOR LIBRARY:

1. Library books and journals are purchased/subscribed by library staff recommended by the students and staff as well. Finalized book order is placed with approval of Principal.
2. Renewal for next academic year Journals & magazines is done in the previous academic year on regular basis.
3. Cleaning dusting and fumigation of library materials is done by library attendants on regular basis.
4. To ensure return of book issued on timely basis library sends reminder messages to all the members on periodic basis.
5. Periodic stock verification is done as suggested by Govt. financial rules (revised in 2017).
6. Periodic book wedding out process is carried out considering policies laid by parent institute.

5. POLICY & PROCEDURE FOR SPORT:

1. Sport facility for practice is available for all the students enrolled.
2. Sport equipment, ground and gymnasium in Campus are supervised and maintained by the Physical Director.
3. Purchase of sport equipment for indoor & outdoor games is done on basis of requisition by Physical Director on regular basis.
4. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months.

(Mr. Sudhakar Indi)

(Prof. Dr. Trishala Kadam)