

## **PROCEDURES AND POLICIES**

**(for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.)**

### **Procedures and policies for the maintenance of infrastructure:-**

Our institution and college have its own mechanism having separate skilled personnel such as carpenter, mason, plumber, electrician etc. for maintenance and upkeep of the infrastructure, facilities and equipment.

- The HoD submit their requirements to the Principal, and the Principal, in the separate meetings with the HoDs and LMC, finalizes the necessary steps to be taken in this regard.
- The college provides Masons, Plumbers, Carpenters, and other required human resources, and thus the minor maintenance is done at the Department level.
- In-campus lighting, pathways, electrical supply, water supply, sewage, LPG, teaching aids of the Departments are maintained with the help of the monitoring staff.
- For the proper maintenance of equipment, furniture, laboratories, and classrooms, the budget provisions are made on a need basis as per requirements from the Heads of the departments.
- These budgets by provisions and allocations are made at the beginning of the financial year with the approval of the LMC and the Management.
- For major problems, the external services are sought on the contract or need basis for which special provisions are made in the annual budget

### **Procedures and policies for utilization of infrastructure:-**

Every academic year our institution plans its policy well in advance and implements it accordingly. The working schedule of the college of Arts, Commerce and Science is in the morning session from 7.30 am to 2.20 pm smoothly. Inputs from the Departments and “time table committee” of the college are taken from time to time to ensure that the available infrastructure like classrooms, laboratories, administrative office, library and sports complex along with sports equipment are judiciously utilized. It is used for regular classes, COC, workshops, seminars, conferences, youth festivals, sports events and activities of NCC, NSS units, cultural program and CAP etc. PG courses of five departments are also run by our college in the same infrastructure. A significant number of sophisticated instruments are added to support the growing research activities among the faculty and students. During the summer and winter vacations both the hostels are made available for the participants of NCC and sports camps.

Food festival, Mehendi Competition, Poster Presentation, Research Festival, Rangoli Competitions, Annual Prize Distribution, Elocution competition, Essay writing competition, Books exhibition, Mahila Parishad, Poem recitation, Celebration of International Day of Yoga, flower arrangement competition such activities are also celebrated by our college with the help of the available open auditoriums. The newly developed specialized infrastructure “*Vinay Kore*

*Krida Va Sanskrutik Vikas Kendra*” and the available other physical infrastructure. Shivaneri playground is used for the regular practice by the sportsmen, organization of sports events and NCC parade. ‘*Nilkantheshwar*’ garden is utilized for various activities run by our college and institution.