

## PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING INFRASTRUCTURE

Class Room Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. Class rooms are cleaned daily by the non teaching staff of the college. Regular monitoring of electrical and fixtures is done and repaired immediately. Central time table is designed in such a way that there is maximum utilization of infrastructure and class rooms. College is conducted in two sessions, Arts and Commerce lectures are conducted in morning sessions and science a Management Science faculty lectures are conducted in afternoon sessions. Separate time table or register maintaining to engage the Multi Media Hall to Teaching. Classroom with LCD Facilities are given to student to expand their interest in regular syllabus through digital form of learning . Classrooms are sufficient size with proper ventilation. Auditorium is made available for students, Teachers, Staff and social programmes in the society. It also serves as a platform to conduct on social movement. The auditorium is a central and important space in any academic college enough to have one. It is used for all types of formal assembly: lectures, award ceremonies, annual gathering preparation, celebration of national leaders day, elocution competition, debate competition teacher meets Alumni meets and Student parent meets that type of different programmes are engaged in the auditorium. The Library has subscription to INFLIBNET NList and Dr.BAMU remote. Annual maintenance contracts are done for the software used in the library. Maintaining Proper ventilation, Regular dusting and cleaning, pest control. Furniture and fixtures are repaired. Library is made partially automated. Computerized issuing returning, OPAC. Library Advisory Committee, Best Reader Award, Book Exhibition Book Bank Scheme, User Orientation Programme, Content services of Research Journals, Library Information Brochure, Suggestion Box and Feed Back form, Compilation of Research Articles of Faculty, ISBN Services, Institutional Repository these are best practices. Digital Library with DSpace for Institutional Repository and Rare Collection, Special collection of Hon. Vasantaoji Naik. Home lending, Reading hall Reference Service, News Paper Clipping Service, Information Display, Notification Service, Internet Service, User Awareness Service, Indexing Services, Book Bank Service these services are provided to the readers. Sports Student fitness and skill development is nourished through different activity conducted by ground activities etc.Regular maintenance, sports equipment and sport material, with Synthetic surfaces.For intercollegiate competitions sport material is issued competitions.. Use of Gymnasium. Maintenance and support, Regular up gradation (Hardware and Software). Distributed in departments, office, and library and for administrative work as per the requirement. LAN and high speed internet facility with upgraded antivirus. Annual maintenance contract. Regular servicing and maintenance. Service engineers from manufacturing companies a r e m a d e s e c u r i t y a n d s e c u r i t y a u d i t. Practical batches are prepared so as to give hands on experience to all the students. Practical are conducted in afternoon and evening sessions for maximum utilization of laboratory space. Annual maintenance contracts are done for the software used in the Office.