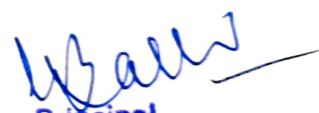


#### **4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sport complex, computers, classrooms.**

In order to provide necessary physical, academic and support facilities to students, every department in the College to prepared their annual plan, annual requirements and tentative budget of the department. At the beginning of the academic year, every department prepare plan and necessary requirements for the year, on the basis of numbers of students enrolled and departmental Annual Plan. All the facilities required by departments were fulfilled by the Principal, after scrutiny and evolution. In case of maintenance of equipment and computers, the minor maintenance is carried out by the dept. and for major maintenance private agencies help of is taken. Every department maintains stock register. On dated 18.11.2019 Sport department and purchasing committee organize a meeting for purchasing sport equipment from New Gayati traders latur, purchased Rs. 18295.00. The sports facilities were it provided to students on their demand. The record of transaction is maintained by sports director. The books, magazines and journals for library are purchased on the recommendation of concerned faculties. In the beginning of same year library department put demand in front of purchasing committee, and sanction all demand. This academic year, library purchased 138 copies of books. (Acc.No.23235-23372). which cost is Rs. 29425.00. We have library advisory committee which includes a student representative. The library conducts meetings of advisory committee for maintenance, purchasing and general suggestions. In the library computers and Internet facilities are available for student & faculties. Administrative office and library provides ID to students. Organize a lecturer by the librarian for student to utilization of books and furniture Display instructions on notice board. The library provides two books for each student on card and one reference book only in reading hall. Daily news papers and magazines on different subjects are also available in the reading section. Attendance register maintained. The students

and teachers use OPAC facilities for searching required books. Library department organize book exhibition yearly to know the various books. We observe the user's points of view, every book exhibition, the reading rate from users are increase. The news papers, magazines and books of various competitive examinations are provided after the college time 4.00pm. The college has provided laboratory facilities to students in the concerned laboratories. Class wise laboratory schedules are followed as per time table, The head department instruct to student for procedures of handling various chemicals, equipment and instruments. These instructions are strictly followed by every student. Dead stock register is maintained and updated regularly. Dead stock verification and inspection is carried out during the internal audit at the end of the academic year. The equipment and chemicals are procured on the basis of requirement; it is also augmented every year on the basis of strength to the extent financially possible. The college tries at best for maintaining and utilizing the physical, academic support facilities. Laboratory equipment, Library, sport facility and computer etc at the optimum possible level.



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