



Shikshan Prasarak Mandal Kolhapur's

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Re-accredited by NAAC – 'B' Grade

Procedures and policies for maintenance and utilization of physical, academic and support facilities like laboratory, library, sport Complex, computer and classrooms:

A) Laboratory: In our institution we have five laboratories 1) Physics laboratory 2) Chemistry laboratory 3) Botany laboratory 4) Zoology laboratory 5) Computer laboratory.

For the maintenance and utilization of such laboratory we have specific procedure and policy. Through this IQAC and HOD of the concerned department holds open discussion with the principal of the College at the beginning of every academic year. All the heads of the concerned department ask for the requirement of their laboratories for example chemistry department head has to supply the list of chemicals required for the coming academic year, the funds required for the repair of different instrument in the laboratory, other requirements regarding the development of the laboratory in future. Head of Physics department ask to supply the requirement list of the instrument for the new experiments, the funds necessary for the repair of already existing instruments in the laboratory, also head of the department is asked to supply the requirement of the laboratory for future development of the laboratory. The head of Botany department ask to supply the requirement list of the laboratory for coming academic year; also funds required requirement is ask for the maintenance of the laboratory. Head of the zoology department ask for their laboratory requirement for coming academic year. Head of mathematics and the in charge of the computer laboratory are also asked for their requirement for coming academic year. Especially for the maintenance of the computer laboratory contract is given to the local agency that looks after all the hardware and software problems of the computer laboratory and other computer and instrument in the college office. After such open discussion with all the HODs, office bearers with the principal of the College. Principal holds the meeting with IQAC, CDC and budget where sanction for each laboratory and it is hand over to the head of the department

for further action. We purchase different instruments and computers, Chemicals through purchase committee of the college under the guidance of Management and principal.

B) Library: Meeting was held with the Librarian, library committee, IQAC and the Principal. Through this meeting discussion where hold about the maintenance and development and utilization of the central library facility for the utilization of library facility. All the required systems of library science were operated to enable essential library facility to the students, teaching staff and also to non-teaching staff. The required budget where decided in the meeting for the purchase of new books. Also requirement of funds were asked to librarian for the maintenance of the library facility. After getting the sanction of the budget for purchase of books and funds for maintenance of the laboratory budgetary provision where made for the library. Books were purchased through library committee and funds were transferred to librarian for the maintenance of the library.

C) Sports: Through the meeting of Gymkhana committee and physical director of the college with IQAC and the principal of the college, budgets are sanctioned for different sports activities. TA/DA facility is provided to the student participating in different Zonal and University events. The expenditure on Gymkhana is included in the audit report accordingly. Also budget is sanctioned and utilized for some new games. All the physical facilities like cricket ground, volleyball ground, open badminton court other indoor games, kabbadi ground, sport room are maintained according to the rules and regulations and budgetary provisions under the guidance of the Principal and the Gymkhana committee of the college.

D) Computers: The institution has the computer laboratory with 10 computers, 01 printer, 100 mbps internet connection and 25 computers with printers and scanners are utilized at different departments and in the administrative office. For the maintenance of this facility budgetary provisions is made at the beginning of the academic year and sanctioned taken for CDC /LMC. For the maintenance of e-facilities along with the computers, **Annual maintenance Contract (AMC) is signed between MicroSys Private Limited, Vengurla and the institution.** The sanctioned budget is utilized properly for the maintenance of this facility.

E) Classrooms: for the teaching learning activity the institution has 22 classrooms. Those classrooms are specious provided with LED lights, fans, adequate seating arrangement. The budget is sanctioned and utilized for the maintenance of this facility. Cleanliness is maintained in

the classroom. For the regular cleaning, the classrooms are allotted among the peons of the college.

The cleanliness and the maintenance of the facilities like ladies common room, yoga center, staff common room and laboratories are maintained by peons of the college. For the cleanliness of latrines', toilets of the institution, annual maintenance contracts are signed between the college and the concern contractors. The eco-friendly campus is maintained through joint efforts from NSS department and Vengurla Municipal Council, Vengurla. The cleanliness and the maintenance of the laboratories are maintained by the laboratory attendants. All the physical, academic and support facilities are augmented and maintained through various college committees such as College Development Committee (CDC), Library Committee, Planning Committee, NSS Committee, NCC committee and Green Nature Club committee.