

Estd-1969



Principal

Dr. S. D. Pawar

M.A. Ph.D

**KOYANA EDUCATION SOCIETY'S
BALASAHEB DESAI COLLEGE, PATAN**

Arts, Commerce, Science (UG & PG), B.C.A. & Vocational

Patan - 415206, Dist. - Satara (Maharashtra)

Phone : (02372) 283047, **E-mail-str** bdcp@rediffmail.com

Website: www.bdcp.edu.in

NAAC :-
'B+' Grade



Certified

Policy for maintaining and utilizing physical, academic and support facilities

Procedures for maintaining and utilizing physical, academic and support facilities- laboratory, library, sport complex, computers, classrooms etc.

There is a system for maintaining and utilizing physical, academic and support facilities like laboratories, library, sport complex, computers, classrooms etc. Institute has different committees to shoulder the responsibilities regarding maintenance and utilization of each aspect of the Institute.

Response:

The optimal utilization of the physical infrastructure and the academic and support facilities in the college is properly planned by the Principal in consultation with the IQAC and the other related college Committees. The infrastructure is used optimally from 8.00 am to 6.00 pm. daily and is also provided to the University, Government Offices or the N.G.O.s on request for conducting competitive exams and other co-curricular activities

Policies and Procedures for maintaining and utilizing physical, academic and support facilities:

- The college has established systems and procedures for maintaining and utilizing Physical, Academic and support facilities. College has regular maintenance and periodic replenishment of essential facilities. College policy is to have an effective mechanism for the upkeep of the infrastructure and other facilities as to have optimum utilization of the facilities in order to have effective college functioning.

1. Utilization and Maintenance of Classrooms

- As per the Academic Calendar, the Timetable Committee prepares class-wise, day-wise and room-wise annual time table for the entire college keeping in view students' strength, number of classrooms and ICT rooms. Heads of departments allocate papers, periods and practical's to teaching staff. They maintain minute books and academic diaries for planning and execution, career oriented courses are conducted in the classrooms after the classes. For daily maintenance, attendants are allocated to each classroom to maintain cleanliness.

2. Utilization and Maintenance of Laboratories

- Laboratories are utilized as per practical's batches.
- Accession registers are maintained.
- Utilization of consumable chemicals and equipment, etc. are monitored through issue registers.
- Lab assistants and attendants is assigned to laboratories. They check equipment's regularly and verify their working condition.
- Damaged equipment's are reported to the Principal through Heads and maintenance work is undertaken.
- Generator, computers, projectors, printers and electronic equipment's are tested and repaired by experts as and when needed.
- Attendants are allotted to maintain cleanliness. Principal and Heads of Departments regularly supervise laboratories.

Research Facility Centre:

- Heads of department of chemistry monitor utilization and maintenance of the research laboratory. Facilities are made available to teachers, PG and research students of college and outsiders from 8.00 a.m. to 6.00 p.m.

3. Utilization and Maintenance of Library

- Library resources are available from 8.00 a.m. to 6.00 p.m. on all working days. Reading Halls are open from 8.00 a.m. to 6.00 p.m.
- All students and teachers are given Borrower Cards to access library resources. Open access to stack section is given to users. Alumni, former faculty and teachers from sister institutions use library resources. Remote access is given to INFLIBNET, and other e-resources.
- Book bank library, reprography facilities are also given to users.
- Library Committee supervises the maintenance of library building and its resources. It holds meetings and prepares action plans and maintenance work is done as per requirements. Day to day maintenance of the library is assigned to the library staff.
- Proper chemicals are used to protect library resources from insects. Binding of old and selected reading materials is done by library staff and also by vendors.
- Hardware and software of computers are checked regularly and maintained by computer technicians in college. Major repairs are done by vendors. Solid waste is managed through a regular vendor, Mahalaxmi e-Waste, Kolhapur
- Library Advisory Committee is functional which takes care of the library matters and functions.

4. Utilization and Maintenance Gymkhana/Sports Facilities

- Adequate infrastructure facilities for various indoor and outdoor sports are available. Gymkhana is available to students from 8.00 a.m. to 6.00 p.m. for training and practice of various sports activities.

- Students make use of sports facilities during off time as well. Utilization register is maintained.
- Gymkhana is also used as a multipurpose hall for other events during free hours. Multi-purpose gymnasium, a well-equipped weightlifting hall, gymkhana cabins, indoor game facilities (badminton court, table tennis, carom, chessmen set and wrestling),
- Outdoor games facilities (200 meter track with 03 lanes, playfields – cricket, volleyball courts, kabbadi, kho-kho, long & high jump, juvenile throw, shot put throw and athletics
- Attendants are allocated to maintain sports equipment's and cleanliness of the gymkhana. Playgrounds are looked after by gymkhana staff. Damaged equipment's are repaired or replaced in time.
- Director of Physical education supervises and monitors the maintenance of sports facilities.

5. Utilization and Maintenance of Hostels

- Two well-furnished hostels for boys and girls are available.
- Male and female attendants are allotted to maintain cleanliness and hygiene.
- Attendants take care of uninterrupted water and electricity supply to hostels.
- The watchmen are appointed for the security of the college campus and girls' hostel from the private agency.
- Cleanliness, discipline, overall maintenance of the hostel is monitored by rector and the Principal .

6. The Repair and maintenance of physical, academic and support facilities:

Infrastructural facilities:

- At the beginning of every academic year, proper availability of blackboards, lighting, ICT based facility and furniture in classrooms etc. is taken care of by these committees
- The Building Maintenance of the college ,human resources for repairs and maintenance whenever necessary and the minor maintenance is done at the college level. New proposals for change/addition of infrastructure shall be taken care of from time to time. Engineers are provided by parent society to prepare the estimate for the large scale maintenance of the college infrastructure whenever needed. Thereafter, by using private services, the work is carried out and the work is supervised by the engineer. A civil contractor has been engaged to undertake construction and building work as and when required

Academic and support facilities Maintenance and repair of equipment

- The Advanced and Expensive Equipment's in the college are maintained as per the Annual Maintenance Contract (AMC). ICT maintenance is the practice of keeping computers in good and usable condition. The college has a well-established mechanism and process for maintaining and utilization of various ICT-based equipment and another facility. Institute has independent Annual Maintenance Contracts (AMCs). The college asks for quotations and the contract goes to the one quoting the lowest rates. The current AMC is with Digital computers, Patan
- The annual maintenance includes the required software installation, repairing, and up-gradation. The ICT Smart Class Rooms and the related systems are maintained with AMC.
- Sufficient computers are allotted to each department to carry out the experiments like programming and other work.
- All these devices are annually maintained as per the given contract. All maintenance records are taken care of by the respective department/college office authority.
- Equipment's / instruments which are under warranty are repaired by the suppliers/distributors and the non-warranty equipment/computers are maintained under AMC through skilled/ authorized service engineers/vendors/suppliers.
- In the case of science laboratories, regular maintenance of laboratory equipment is done by the lab attendants/assistants of the concerned department.
- The department-wise stock register is kept by the concerned laboratory assistant under the supervision of heads of the departments.
- Department-wise annual stock verification is done by the head of the department and the report is submitted to the Principal. With the permission of the College Development Committee (CDC), non-working instruments/equipment's are written-off.
- The housekeeping of the college is carried out by the Non-teaching staff of the college. Regular cleaning of campus, water tanks, classrooms, proper garbage disposal, toilets cleaning, pest control, furniture maintenance, replacement of fire extinguishers, electric work, plumbing, maintaining RO-water facilities, and the maintenance of garden are done by the peons and the other appointed staff.
- College campus maintenance is monitored through the Office superintendent.

The College receives comprehensive feedback from all the stakeholders. Students' council, students' representatives, complaint/suggestion boxes are some of the sources of feedback about academic, physical, and support facilities for the proper maintenance of the college.




VC PRINCIPAL
Balasaheb Desai Collage
Patan, Dist: Satara