



Mahatma Gandhi Vidyamandir's
Arts, Science and Commerce College, Surgana
District Nashik – 422 211, Maharashtra

Internal Quality Assurance Cell (IQAC)

**Physical and Academic facilities:
Utilization and Maintenance Policy**



Mahatma Gandhi Vidyamandir's **Arts, Science and Commerce College, Surgana**

The college has established systems and procedures for maintaining and utilizing physical facilities. The physical and academic facility policy would provide the basis for equitable allocation and efficient utilization of facility based on the critical needs of educational research and administrative activities. All the physical, academic and support facilities are augmented and maintained through various college committees such as College Development Committee (CDC), Purchase Committee, Library Committee, Campus Development and Beautification Committee. Central coordination of facility allocation will ensure the effective and optimal utilization of the facilities.

The policy would help to

1. Establish standard procedures for the use of physical and academic facilities.
2. Properly schedule different activities without any hindrance.
3. Increase the degree of communication and coordination among different users and caretakers.

Scope of Policy:

This policy is intended to cover the following types of facilities in the college:

- Academic and Administrative offices
 - Classrooms, Seminar Hall
 - Gymkhana and Sport facility
 - Library and Study Room
 - Laboratories
- ❖ **DEAD STOCK:** 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. Any discrepancy in stock is brought to the notice of the concerned authority.
- ❖ **Classroom utilization:**

Classroom utilization Schedule is decided by time table committee headed by the Principal. The time table is designed by the committee so that the available classrooms are used

optimally. The College functions in two shifts i.e. Arts & Commerce in morning and Science classes in the noon shift along with the practical in morning session. Classrooms can be used for other academic activities and organized events when there is no instructional schedule. Use of the classrooms for these activities must be made with prior permission of the authority.

❖ **Laboratory Utilization:**

The concerned head of department, Vice-Principal and time table committee decides the allocation of the laboratories according to necessity in accordance to the time table in such a manner that will ensure maximum utilization without any problem.

❖ **Academic and Administrative office:**

Office space is allocated to administrative staff. Administrative office includes Principal, Vice-Principal, Office Superintendent and IQAC Cabin. It also includes section for Account, clerical department, Scholarships and Admission, A separate office is allocated to the Exam department. A cabin is allocated to College Examination Officer (CEO).

❖ **Seminar Hall:**

Seminar hall and conference rooms are allocated by the prior permission of Principal as per need of the event or program. It is allocated for the following purposes:

- For the general staff meeting.
- For Workshops, Seminar, Co-curricular and Cultural Activities.
- Any other event permitted by the Principal.

Sometimes the college space is also allocated to external users on the basis of their request. While allocating space to the external users the care has to be taken so that academic classes and other academic activities in the college are not disturbed. The space is allocated for the following activities:

- Seminar hall for lectures NGO.
- Meeting room for alumni meeting.
- Meeting hall for legislative assembly, different government organization.

❖ **Gymnasium and Sport facility:** The rules regarding utilization of Sport facilities are laid by the college authorities. They aim to serve as general guideline to internal users and external users and source of information pertaining to college sport facilities. Announcements concerning the above will be made via notice boards on the premises accordingly. All sports

facilities present in the campus are mainly used for sports education, training, competition and recreation by college students, faculty and staff members.

Green gym equipments are fitted inside college campus. Free access to green gym is given for all students and staff members.

A well equipped gymnasium is allowed to use by the students with the permission of Physical Director. The schedule of gymnasium is decided by Physical Director in consultation with Gymkhana Committee and the Principal.

❖ **Library:**

Library membership is provided to all students and staff of college. All members get access to library facility along with Identity card. Library Committee is functional which takes care of the library matters and functions.

❖ **Purchase committee:**

Any purchase or maintenance over two thousand rupees has to be put before purchase committee, which then passes it and sends it for the approval of the governing body of Mahatma Gandhi Vidyamandir, Nashik. Upon the approval the work is carried out.

❖ **Upgradation of software and hardware** and maintenance of ICT facilities is done by the *Dnyanai* Computers, Surgana and IT Department of Mahatma Gandhi Vidyamandir, Panchvati Nashik.

The college successfully runs Earn and Learn Scheme. Student Welfare officer who has been nominated by college and approved by university, looks after Earn and Learn Scheme. The students working under this scheme help in maintaining and cleaning the college campus, garden, library etc. The college has appointed security guard for campus and college security and maintenance. The maintenance work related to facilities like toilet blocks, computer labs, equipment, furniture, refilling of fire extinguishers, electric work, plumbing, RO-water-facilities, water tank cleaning, etc. is maintained time to time.



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