

4.4.2 Procedures and policies for maintaining of physical, academic and support facilities..

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has established systems and procedures for maintaining infrastructure as follows.

1. Physical Facilities- The College has a vast campus of 13.1 acres. Trees are planted around the campus to prevent encroachment from neighboring owners of land. It is inspected by the principal and other staff members. Campus is kept clean and plastic and tobacco free. It has three bore wells with submersible IP pump sets. They are maintained properly.

2. Academic Facilities- Academic audit is done by the principal. All the teachers prepare teaching plans and maintain daily diaries. It is first monitored by the HOD's of concerned departments. Finally it is signed by the principal every week. Care is taken to complete the syllabus in time.

3. Academic Support- Teachers are provided internet facility. They are also provided individual computers installed in their cabin to explore information to update their knowledge. Subject related journals and magazines are subscribed and encouraged to use the facility. Students are given 4 books under Book Bank Scheme to support them. Enrichment and remedial classes are engaged and monitored by the principal. It is discussed in the staff common room meeting. Necessary instructions are given to the concerned staff members. Feedback from students and oral feedback from student council members is used to make necessary arrangement for academic support.

4. Computer Laboratory- Computer laboratory has installed 50 computers. It is air tight hall with glass windows to avoid dust. It is also connected with battery back up to avoid power cut problems. A well disciplined register of purchase is maintained and verified by the principal frequently. Stock verification is done at the end of every academic year.

5. Library- Library has more than 20000 books and working in a spacious hall. Every year stock Verification is done by the librarian and library committee consisting of two or three senior staff members. It has installed E-Lib software and outsourced to Shri. Nityanand Vernekar MCCOY Technologies, Belagavi-9035380506 and Shri.Mahesh Jangle-9844630189 to maintain accounts. To maintain cleanliness old news papers/magazines/weeklies are sold to local paper buyers. This ishow solid waste is managed.

6. Sports – There is a separate Gym of 11 stations. Every year sports materials are purchased and recorded in the purchase register. Stock verification of sports materials is done at the end of every academic year. Damaged materials are disposed off after the decision of stock verification committee and Principal to manage solid waste management.

7. Classrooms – Classrooms are kept clean by the peons. The total building rooms are divided among peons for cleaning. It is individual responsibility of a peon to keep his portion clean. It is the responsibility of the concerned peon to see that lights are off and windows and doors are set properly to avoid damages.

8. Campus – Campus is supervised and kept clean by hiring unskilled labours. Garden is maintained green. There is lawn of 2 acres. It is properly maintained by the gardener and peons. There are around 2000 trees in the campus. So campus is seen beautiful.