

**SETH NARSINGDAS MOR COLLEGE OF ARTS & COMMERCE &
SMT. G. D. SARAF SCIENCE COLLEGE, TUMSAR. 441 912. (M.S.)**

**Procedures and Policies for Maintaining and Utilizing Physical,
Academic and Support Facilities**

(Laboratory, Library, Sports Complex, Computers, Classrooms etc.)

A. Established System for Maintenance:-

1. Request letter for repairing / complaint :- The in-charge of the infrastructure lodges complaints with the principal about the job.
2. Visit of the technician :- Technician visits the site and assesses the job and submits the estimate for the said work. The work gets completed.
3. Payment :- On clearing bills by in-charge, the principal releases payment.
4. Annual Maintenance Contract :- The Annual Maintenance Contract for the college administration system and the college website is in practice.

B. Physical Facilities :- Gymnasium, Outdoor and Indoor Courts.

1. The College Outdoor and Indoor courts and Gymnasium are optimally used by students at morning and evening hours.
2. Badminton court and Gymnasium have free access for students and staff members.
3. Physical Director maintains physical facilities.

C. Academic Facilities :- Utilization and Maintenance of Laboratories

1. The laboratories are optimally utilized following the college time table.
2. Precautionary measures are taken while handling various hazardous chemicals, equipments and instruments.
3. Dead stock register is maintained and periodically updated.
4. At the end of the session, the dead stock is verified and the report is submitted to the principal's office.
5. The noticed shortcoming is brought to the knowledge of the principal.
6. HoDs submit requirements to the principal, who forwards it to the CDC. Upon approval from the CDC, principal takes action.

**D. Academic facilities :- Utilization and Maintenance of Computer Science
Laboratory**

1. Class wise laboratory schedules are followed as per the time table.
2. HoDs and faculty members maintain computers and accessories allotted to them in consultation with the principal.
3. Demands for purchasing are processed by the principal's office.
4. Yearly stock book is maintained and dead stock is verified at end and the same is reported to the principal's office.

E. Academic facilities :- Utilization and Maintenance of Class rooms

1. Well ventilated and furnished classrooms are provided as per the students' strength.
2. Theory classes are engaged when there are no laboratory periods.
3. Teaching is regularly monitored by the faculty in charge.
4. The faculty in charge instructs the peons and regularly looks after the maintenance of class rooms.

F. Academic Facility :- Utilization and Maintenance of the library

1. Library facilities are available to students with a smart library card that is issued after 15 days of admission.
2. Students can borrow only two (02) books at a time on a library card.
3. Fine is imposed, if students fail to return the book in the stipulated period.
4. Students and staff members may browse online journals, e-books, e-study material through INFLIBNET.
5. Students may search books in the library through OPAC.
6. The college library facilities (lending and reading room) are available on working days.
7. During examinations, college library facilities (lending and reading room) are open.
8. The purchase of reference books, text books and other related reading material is done on recommendation of the HoDs and teachers.