



MAHATMA GANDHI VIDYAMANDIR'S
ARTS, SCIENCE & COMMERCE COLLEGE
HARSUL, TAL- TRYAMBAKESHWAR, DIST-NASHIK
STATE-MAHARASHTRA

Internal Quality Assurance CELL
(IQAC)

PHYSICAL AND ACADEMIC FACILITIES:
UTILIZATION AND MAINTENANCE POLICY

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

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
- Computer Laboratory

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.

CLASSROOM UTILIZATION: Classroom utilization Schedule is decided by Time Table committee. The time table is designed by the concerned committee in such a way, that the available classrooms are used optimally. Classrooms can be used for other academic

activities and events, when there is no instructional schedule. Use of the classrooms for these activities must be made with prior permission of the authority.

ACADEMIC & ADMINISTRATIVE OFFICE: Office space is allocated to administrative staff. Administrative office includes, Principal's cabin and Accountant's cabin. It also includes sections for Senior Clerk, Clerical Department, Scholarships and Admission Counters. A Separate Department is allotted to the Exam Section.

CONFERENCE HALL: Conference hall and other classrooms are allotted as per the student strength for conducting the classes. These are sometimes allotted for the following additional activities:

- General staff meeting.
- Workshops and Seminars
- Co-curricular and Cultural Activities.
- Any other event permitted by the Principal.

Occasionally some external agencies are allowed to use physical facilities available in the college such as college ground, conference hall as per request. While granting permission to the external agencies the care is taken so that academic classes and other academic activities in the college are not disturbed.

GYMNASIUM & SPORT FACILITY:

The sports facilities available in college are used for sports education, training, competitions and recreation by the students, faculty and staff members of the college. The rules regarding utilization of sport facilities are laid down by the college authorities. Instructions are given to all the user regarding the appropriate use and maintenance of the sports equipments by displaying notices on the notice boards. Identity Cards issued by the college are required for using sports equipments for practice. Attendance register is maintained by the Sports Department. The students are encouraged to use off periods and leisure time constructively for various indoor and outdoor sports activities and fitness exercises. The College ground is used by team players for Inter-Collegiate Competitions and practice.

LIBRARY: Library membership is provided to all the students and staff of college. All members get access to library facility. Library Cards are issued to the students. Library

Advisory Committee has been constituted, 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 / MAINTENANCE OF SOFTWARE / HARDWARE OF ICT:
Upgradation / Maintenance of Software / Hardware of ICT facilities is done by IT Department of Mahatma Gandhi Vidyamandir, Panchavati, Nashik.

The college successfully runs Earn and Learn Scheme. Student Development Officer, who has been nominated by college and approved by the Affiliating 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 maintenance work related to facilities like toilet blocks, Computer Lab, equipment, furniture, refilling of fire extinguishers, electric work, plumbing, RO-water-facilities, water tank cleaning, etc. is carried out at college level time to time.



Smt. Sarala K. Sanap

IQAC Coordinator



Principal
M. G. Vidyamandir's
Art's, Science & Commerce College
Harsul, Tal. Tryambakeshwar, Dist. Nashik

