



**Navnirman Shikshan Sanstha's  
Laxmibai Sitaram Halbe College of Arts, Commerce and  
Science, Dodamarg, Dist. Sindhudurg - 416512**

Accredited By NAAC with B Grade

Recognized by Government of Maharashtra and Permanently Affiliated to University  
of Mumbai

# **Procedures and policies for maintaining and utilizing physical, academic and support facilities 2019-20**

## **Internal Quality Assurance Cell**

Navnirman Shikshan Sanstha's Laxmibai Sitaram Halbe College of Arts, Commerce and Science, Dodamarg has designed Policy and Procedure for usage and maintenance of physical and academic facilities in 2017 and revised in 2019. This policy and procedures provide the basis for impartial allocation and efficient utilization of facility based on the needs of educational and administrative activities. This results in a quality learning and working environment for students, faculty members and administrative staff.

### **1. Policy for using Facilities**

College Development Committee ensures the optimum use of physical facilities in the college. The policy also provides a framework for the optimum use of physical assets. The allocation of space for usage is decided at college level by the Principal. Classroom scheduling enables students to attend classes and prepare their schedule accordingly and institutional resources are used efficiently. Allocation and usage of classrooms are decided by Time-Table committee. The classrooms are allocated according to number of Programs and student strength of each class. The time-table is designed in such a way that there is optimal use of classroom space. The class which has enrolled "Divyang" students will be given priority in assigning the classroom which is easily accessible. For such activities, permission must be taken by organizers from the Principal of the college.

The administrative office locates on the ground floor having required space and physical facilities like cupboards, tables, chairs, computers, printers, internet and LAN connections. This space is optimally utilized and is convenient for students and other stakeholders to approach.

Guest lectures, seminars, Hindi Pakhawada, Marathi Bhasha Pandharwada, Annual Days, and other programs are arranged by different departments for students. These programs are helpful for students to acquire knowledge and to get acquainted with recent developments in the subjects. To conduct these activities, seminar hall is made available however depending on the number of participants the place is sometimes changed.

Library space is classified into five categories: reading room, stack area, journals/periodicals section, online resources area, OPAC area. Library space contains stacks which is the space used to house arranged collections of books and other educational materials for use as a study resource. The library space is allocated by the Librarian with the prior permission of college Principal as per the usage.

The rules about sports facilities are designed by the college Gymkhana committee. The aim is to serve as general guidelines to all the users and source of information pertaining to College sports facilities. The college authority reserves the right to modify or amend these rules whenever necessary. Announcements concerning the above are conveyed via notice boards on the premises accordingly. All sports equipments available in the campus are mainly used for sports education, training, competition, and recreation by college students, faculty and staff members.

The college owned equipments such as computers, LCD projector, printers and audio-visual aids are allotted by the office head and monitored by computer technician.

In case of discarding of any equipment from the college, the concerned person makes a list of such equipments and submits it to the Principal. After taking permission from college authority, the equipment is discarded and also mentioned in the dead stock register.

## **2 .Maintenance Policy**

The college has a maintenance policy of facilities. The routine cleaning and maintenance of classroom and physical space is performed by the peon of the college regularly. Renovation, alteration, and improvement of the existing academic, research, and support buildings is decided by the Principal in consultation with concerned head of the program. The

requirement for this is made to Management of the college and after getting their permission the work is carried out.

For maintenance of IT infrastructure and Electric fittings and appliances separate computer technician and electrician are made available for day-to-day technical needs as well as replacement and repair requests. The computer technician looks after maintenance of IT resources like computers, printers, replacement of tonners, software problems, networking problems. Electrician is responsible for replacement or fitting of tubes, bulbs, switches, MCB boxes, water pump etc. Technicians are made available when the need arises. If the problem is major it is brought to the notice of the college principal.

This document provides policy for maintenance of all types of equipment held throughout departments. Maintenance policy ensures that all the equipments are always ready and in good condition as well calibrated to provide good quality outputs.

Heads of the departments and faculty in the departments are accountable for proper use of equipments. If maintenance or repairing of equipment is necessary, head of department takes care of this. If there is replacement of any small part of the equipment, head and faculty with Sports, and NSS assistant make arrangement for that.

For major maintenance and repair external technicians are called by college. Proper cost of repair and maintenance is taken from the technician and submitted to the principal. With necessary permissions the maintenance of equipment is carried out

If there is need to move equipment out of college campus for repair and maintenance, the permission is taken from the principal.



Principal  
Laxmibai Sitaram Halbe  
College of Arts, Commerce & Science  
Tal Dodamarg Dist Sindhudurg