

## **Bhagwan Baba Arts & Commerce College Lonar, Dist- Buldhana.**

### **Procedure and policies for maintaining and Utilizing Physical, Academic, and Support facilities, laboratory, library, sports complex, computers, classroom etc.**

There is a systematic Procedure for the purchase as well as maintenance of the infrastructures faculties, including all sorts of equipments. First the proposal is submitted and its evaluation is done by the college office. It and must get the approval by the principal and then quotation are invited. The college administrative officer regularly monitors and supervises the available infrastructure to ensure, it clean, fair and the maintained.

- We have central library. There are two people including libration who regularly monitor the condition of library stock, maintain rare book collection, issues and the books. Library cards are issued to students. Institution has constituted library advisory committee for effective accessibility and maintenance. It looks various aspects like, purchasing, of new books, renewal of journals, maintain and update records in library, address issues and grievances pertaining to library facilities. The maintenance of the reading room and stock verification of library books is done regularly by library staff. Book binding done for damaged books to prevent further damage.
- The sports department is very active and encourages students to participate in various sports activities, along with training and coordinating various sports in the college.
- The equipments like generates, water pumps, water purifier and water cooler are also taken care.
- Fire extinguishers have been installed at identified locations.
- The class rooms and the related system are maintained with the corresponding service provides.
- Maintains of electrical and plumbing is done with the help of local skilled mechanics and the expenditure is done form budget gained by college from different sources.
- CCTV cameras are installed in the campus. The campus maintenance is monitored through surveillance cameras.
- The water tanks are cleaned in regular interval by the peon.
- The institution has spacious classrooms which have sufficient and lights and furniture. It is repaired or damaged, carpenter, electricians carry out the maintenance.
- The maintenance and cleaning of the classroom and furniture are done with the efforts of non teaching staff and in major cases the college gives work of maintenance to outside workers.

- For the maintenance and repair of computers, the college takes assistance of special technical experts.
- Electrification and water supply system of the institution is being regularly monitored and maintained.
- College campus maintenance is monitored through regular inspection.
- AMC (Annual Maintenance Contract) is provided for the service provides.

The college takes efforts to keep available infrastructure in line with its academic growth. Timely actions are taken to develop physical and technical infrastructural facilities for effective implementation of curricular, co-curricular and extra-curricular activities.