

Procedures And Policies

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc

The Institution has a well-defined policy of systems and procedures for maintaining and utilizing physical, academic and support facilities. All the facilities are monitored by Cleaning Committee. The Committee periodically checks all the facilities and report to the Principal recommends its suggestions for enhancement, maintenance and cleanliness of facilities and infrastructure. The procedures formaintaining and utilizing physical, academic and support facilities are as follows.

Laboratory

Laboratory Committee takes care of requirements for every year and stock book is maintained for the available stock. Caution Money is taken from students which is refundable and in case of any breakage deducted from it. Aprons are mandatory for performing laboratory practical. Cleaning Committee helps in maintenance of room level cleaning.

Library

Library Committee takes care of requirements of the Library viz. Text Books, Reference Books, Journals & Periodicals, News Papers, Book Shelves, Computers, Stationary, Binding etc. A code of conduct for student borrowers is mentioned on the Library cum ID card of the student. Maximum 2 books are issued to a student for a week duration and Maximum 15 books are issued to faculty members for a period of a session. Book loss is incurred from Library fine. Internal Cleanliness is maintained by library staff and for room cleanliness Cleaning Committee put the efforts as per the suggestions of Librarian.

Lavatories : A man has been appointed for the maintatnace and taking care of clieaniliness and many more m,aintance practices From time to time toilet may experience different types of operating issues, such as internal running water leaks, slow flushes, a clogged drain, or broken components

Sports Facilities

Sports Committee looks into the requirements of sports facilities such as the demarcation of grounds for various sports or games, sports instruments required for the particular type of sports as per the suggestions of the Physical Director. Sports equipment's are issued to students which are returned after the practice. Physical efficiency tests are undertaken to find the hidden talents amongst students. Sports Grounds are prepared and maintained by outsourced personnel.

Computers

Computers installed in Computer Laboratory are maintained by the laboratory staff for any maintenance issue agencies are outsourced for it. Every student is allowed to use the computer for an hour so that most of the students get chance to deal with it. Internet connectivity issues are resolved by the leasing agency.

Classrooms

Cleaning Committee takes care for the cleanliness of classrooms and the furniture breakage is brought into notice of the Principal and broken furniture is withdrawn from the classrooms. When the breakage is ample in numbers people are outsourced to repair it.

Electrical Maintenance:

College has appointed an electrician who maintains electrical equipment and electricity supply system.

Building Maintenance:

It includes repairs of damages, intermittent painting of the infrastructure to keep the college building effectively functioning. The details of building maintenance involve cleaning of water supply line and drainage line periodically basis and painting of buildings and benches are done annually. As per the need, correction of leakage and water faucet, renovation and repair is done

Sr no.	Name of committee	Secretary	Members
1	Campus management and development committee	Prof. B. N. Pardhi	Dr.P.S.Thakur Dr. M. P. Nandeshwar Dr. S. S. Biranwar Dr. B. K. Mendhe Mr. Kundan Malkhambe



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