

## Mahatma Gandhi Vidyamandir

Loknete Vyankatrao Hiray Arts, Science & Commerce College, Panchvati, Nashik- 03

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

In the college, a system of procedures has evolved over the years for the maintenance and optimal utilization of Infrastructure. Management has appointed a separate Estate Incharge for infrastructure maintenance. He regularly holds consultation with the office of the Principal, IQAC Coordinator, Office Superintendent and senior faculty members. Rules and regulations of the labs and library are displayed at the respective places as well as are given in the College website. The Estate Incharge assisted by support staff looks after the campus maintenance. Classrooms and campus cleanliness, campus maintenance is ensured by the support staff. Security staff provides safety to the infrastructure and students. The NSS is regularly organizing cleanliness activities on the premises of the Campus.

The lab assistants maintain the labs and periodically check the lab equipment and facilities. A Stock and maintenance register kept in all the labs is verified by the Heads of the departments and the Principal. Annual maintenance contract ensures the upkeep of important equipments. Power generator or UPS is provided to power sensitive equipment and computers. The optimum utilization of the lab is ensured by providing additional lab hours for student projects, water analysis tests and research activities.

IT resources are also supported by UPS/power generators. An E-reading section is available in the library for students to facilitate internet access. An IT Incharge is appointed to look after different softwares, college website, computer maintenance and camera surveillance. Computers are monitored by the technical assistance and they are provided anti-virus software. Design of brochures, banners and Newsletters are made by the faculty in charge and students. There is an Incharge for the IT lab.

The college is having a big spacious library. It is having an ample collection of text books, reference books, journals, e-books, e-journals, etc. There is a Walk-in register in the library. There are separate reading rooms for male and female students in order to keep their privacy and safety.

Sports amenities are maintained by the support staff. There is ample machinery in the gym for physical workout for the sport persons. Time is allotted for the students to use it. Hostel facility is provided to the students at the parent institute level. College Playground is available for practice as well as sport events.

Auditorium hall is extensively used for the conduct of academic and cultural programmes. Committees are set up to improve the efficiency of the Canteen, college premises and Hostel. Water purification machines, sanitary pad vending machines and incinerators are routinely serviced.