



## **Systems and Procedures for Maintaining and Utilizing Facilities**

Our college adopts a systematic procedure for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports complex, computers, classrooms etc. Every year each department gives a list of equipments, repairable or broken, called physical verification.

### **The Infrastructure Policy mainly focuses on:**

1. Requirements and guidelines by AICTE and Savitribai Phule Pune University. University is regularly proving guidelines for effective implementation of changed syllabus.
  2. Facilities provided to students and teachers to meet learning centered requirements.
  3. Proper utilization of electricity and water.
  4. Widen approach to take up more nature positive steps.
  5. Improvising utilization and lowering down maintenance.
  6. Around the clock staff available for carrying out maintenance of infrastructure
  7. Regular inspection carried out to replace the out of use infrastructure.
  8. Augment the quality of teaching by installing ICT and smart classrooms for the students
- Extended Facility.

The institute ensures that infrastructure facilities are made available for students with physical disabilities. For physically disabled students' provision of ramp, Wheelchair and Washrooms at ground floor are available. The university exam cell also takes utmost care while allocating exam block for physically disabled students at ground floor. The admin office, library, digital library, reading room, class rooms and toilets for physically disabled are located at ground floor. The barrier free access is ensured and monitored by the equal opportunity cell.

### **IT Facilities:**

The Computer lab in charge and Head of the department are responsible for the provision of different resources for the smooth running of IT related functions of the institute. The committee members for 2020-21 are as follows:



### **Responsibilities related to IT facilities:**

- Deciding upon the policies to make maximum use of Information technology for the overall development of the institute.
- To develop guidelines for the effective use of IT facilities To amend in the IT related facilities of the institute as and when required To segregate the roles an responsibilities in appropriate way for the smooth running of the IT laboratory.
- To take up timely reviews from the students and staff members regarding the IT facility functioning.

### **Library Facilities:**

The library facility involves separate reading area, digital library and books (reference, journals, etc). There is a provision AutoLib software for the functioning of library. Institute has committee members that formulate policies for the Library.

### **Responsibilities of Library committee members are:**

- To formulate a development plan for the library
- To prepare the collection development and selection policy for library.
- To assist the Librarian in formulating general rules and regulations which govern the functioning of the library.
- To work towards modernization and improvement of Library and documentation Services.
- To review and take steps to enhance readership by motivation. To prepare budget proposals for the development of the Library
- To suggest the Librarian on the distribution of funds made available for the purchase of books, journals and other academic requirement.
- To seek feedback on Library functioning from readers through the Library suggestion box.
- To consider the views of Library users if found beneficial and to inform the user community of the work of the committee particularly in the improved Library services.



A handwritten signature in blue ink, appearing to be "Dr. D. Y. Patil".

Director

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