



YASHWANTRAO CHAVAN COLLEGE, ISLAMPUR

Physical and Academic and Support Facilities Utilisation and Maintenance Policy (2018-19)

The College has specific systems and procedures to maintain and utilize physical, academic and support Facilities comprising laboratory, library, sports complex, computers, classrooms, etc. Essential facilities has been regularly maintained and periodically furnished. The College ensures the optimal allocation of funds for maintenance and utilisation of infrastructure and support Facilities.

To maintain and upkeep the physical, academic and support Facilities, following system and procedures have been undertaken by the institution.

The institution has followed the following Procedures and policies for maintaining and utilizing physical, academic and support facilities:

Maintaining the Physical and Academic and Support Facilities -

- Overall planning and development of college is discussed in College Development Committee meetings and Budget provisions are made for repairs and maintenance of physical and support facilities
- The institution has annual maintenance contract (AMC) for computer labs, the electronic equipment, the college website Generator, CCTV, Water Tanks, Motors and R.O System with the respective agencies.
- Maintenance of furniture and fixtures is done on regular basis.
- Maintenance of electrical equipment is regularly done through service agencies visit on call basis.
- The cleaning and the maintenance of the classrooms and library are done by the AMC and nonteaching staff.
- Maintenance of electrical equipment is regularly done through service agencies visit on call basis.



- The security of the College is maintained by the security guards.
- CCTV cameras installed in the office, library, classrooms etc. monitor the physical, academic and support facilities of the institution.
- Fire extinguishers are installed and are checked every year.

Utilization of the Physical and Academic and Support Facilities -

- Classrooms are assigned as per the time table. The time table committee of the institution decided the utilization of classroom with the permission of the Principal.
- Administrative office space utilised by the administrative staff as per their rank and College Development Committee allocated and monitor the utilization of the administrative office space.
- Academic office space is allocated to the concern head of the departments, IQAC coordinator, librarian, physical director, NSS programme officers and various committee chairpersons as per availability.
- The time table committee with the consultation of Principal allocated to the use of laboratories to the concern departments as per the schedule of the practical.
- Physical Director as a head of Gymkhana Committee with the consultation of Principal secure a right of allocation to indoor and outdoor sport facilities whenever necessary.
- All the stakeholder can use the library service in the institution. Librarian as a head of Library Committee provided membership to all the stakeholders. Borrow Cards also provided by the library to the students and library committee motivate all stakeholders to maximum use of library.
- Seminar hall is allocated by the Office Superintendent with the permission of the Principal for the Workshops, Seminars, Conferences, Guest Lectures, Staff and committee meetings, etc.