

## Shrirang Shikshan Mahavidyalay, Bilimora

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

The infrastructure facilities in college are regularly maintained. Staff members are deputed to ensure maintenance of the campus. There are various committees like Library, Sports, Website Development, Gardening, etc. to ensure proper maintenance and their well uses. Suitable budget is allocated every year for the maintenance of various facilities. The various committees meet regularly to monitor the optimum use of infrastructure which is accessible to the students and staff of the college. All classroom are equipped with necessary equipments for teaching and learning like LCD Projector, micro phones, speakers and other electrical and physical necessity.

**Maintenance of library:** The library committee and administration are given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the faculties of the colleges. The college is having a number of valuable reference books. The library committee organises exhibition, book review in assembly and reading sessions through out the year to develop reading ability among students and to create reading environment for reading.

**Maintenance of Computers and IT facilities:** The principal with the faculty members decide about the purchasing of the IT equipments as per recommendations received from the faculties of the college and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources.

**Classroom facilities:** The maintenance of classrooms is always on the prior list. The cleanliness of classrooms is done and ensured by a group of Grade -IV workers and sweepers. The fans and electrical appliances are checked wherever requirements are found. Students are also assigned the responsibility for cleanliness of classrooms. Every year, the college is celebrating the 'Shram Yagna'- the drive of cleanliness (deep cleaning) in the whole college.

All equipments for sports are kept in the sports room. Sport material is issued to students as per the demand of the students.

**Laboratory Maintenance:** The college is having three laboratories- Science lab, Psychology Lab and Computer lab. Responsibility is given to different personnel for the maintenance of each lab. The records of all the equipment are maintained in stock registers. Every semester, laboratory equipment's are checked and preventive maintenance is done by the staff. However, major maintenance of any equipment or machinery, is done by external party.